

# BYLAWS OF THE RAYMOND A. KENT SCHOOL OF SOCIAL WORK

## 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, 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 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 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 or Adjunct 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<sup>1</sup> pursuant to 4.1.3 of *The Redbook*. *Affiliated or Associate faculty* shall consist of faculty voted such status<sup>1</sup> pursuant to 4.1.4 of *The Redbook*. Affiliated or Associate 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 another institution of higher learning. *Visiting faculty* shall consist of faculty voted such status<sup>1</sup>. 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<sup>1</sup>. Gratis (voluntary) faculty appointments are unpaid positions that support the educational, research, or service missions of the Kent School of Social Work.

### **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 include, but are not limited to: (1) governance of the 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

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<sup>1</sup> 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. Gratis faculty are subject to Board of Trustees Approval or its designate.

personnel policies and procedures. Subject to the authority of the Board of Trustees, the President and the Executive Vice President and University Provost, governance of each academic program within Kent School is the responsibility of the full-time faculty duly appointed to that academic program. Specific duties of the full-time faculty with probationary and tenured appointments 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 director 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 the 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 the School's academic programs. The Dean reports to the Provost through whom they shall be responsible to the President for the administration of the 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 the 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 and serve at the pleasure of the board of trustees upon recommendation by the dean, university provost and president. Program directors are appointed by the dean. Job descriptions for these administrative appointments shall be prepared by the dean, in consultation with full-time faculty, and be made available to all faculty and staff. Program directors include the administrator of programs ending in a degree (i.e., BSW, MSSW, or PhD) and the Couple and Family Therapy Program. 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 (i.e., BSW, MSSW, or PhD), the Couple and Family Therapy Program or specialized curricular options that have been approved by full-time faculty and recognized officially by the university. Any recommendation from the dean or full-time faculty to establish or eliminate an academic program requires a favorable written 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 Kent School dean's office and made available to meeting participants.

### **1. Faculty Meetings**

Faculty meetings, which shall include full-time and part-time faculty, 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 the 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 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 the 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 the 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 may be organized to promote and support endeavors of classified, professional, and administrative staff interests that contribute to the overall efficiency and values of Kent School, and promote a healthy organizational culture and climate for faculty, staff, and students.

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, *The Redbook*, 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, *The Redbook*, and the Student Handbook. A faculty advisor will be responsible for ensuring that KSSA Bylaws and other KSSA documents follow university policies, *The Redbook*, 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 ballot vote, so long as such actions do not conflict with *The Redbook* 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 written ballot vote by two-thirds majority of the full-time faculty.

## **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 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. The conventions of shared governance are such that individual faculty members should vote on any matter only once. For example, if a matter comes before a committee and then goes to the faculty at large, the faculty member should vote only once on the matter. 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 on 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 and other school and university administrators as may be required by their job tasks and responsibilities. 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**

Amendment of these bylaws can 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 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, by written ballot. 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 ballot vote of full-time faculty. No absentee or proxy ballots shall be accepted.

Once approved by faculty, a proposed amendment shall be reviewed and approved by the appropriate University representatives pursuant to Redbook Section 3.1.3.

## **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.

## APPENDIX 3

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

The dean of Kent School shall be the educational and administrative head of the 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 the 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 Kent School faculty, appropriate university officers, and the Board of Trustees.

#### **1. Appointment**

The dean of 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*.

#### **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 be responsible for (a) coordinating academic programs within the Kent School; preparing a strategic plan and priorities for action for Kent School; (b) creating an environment that facilitates research and scholarly activity; (c) developing and promoting public service; (d) administering personnel actions; (e) developing and administering Kent School's budget; (f) writing the annual report; and (g) promoting Kent School through fund-raising and alumni activities.

## APPENDIX 4

### **STANDING COMMITTEES OF THE KENT SCHOOL OF SOCIAL WORK**

#### **1. 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. It shall also establish procedures for faculty searches and deliberate all matters concerning appointments and promotions, changes in faculty classification, and the granting of tenure, and make recommendations to the faculty and the dean. The Personnel Committee shall report directly to the dean unless otherwise provided for in these bylaws. It shall consist of five tenured members elected by the full-time faculty to serve three-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. A chair shall be elected annually by the committee from among the five members. 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 consist of faculty nominations of tenured faculty eligible to be on the Personnel Committee, voting by tenured and probationary faculty through closed 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. Personnel Committee members seeking promotion shall not serve concurrently on the Faculty Personnel Committee.

## **2. Faculty Affairs**

The purpose of the Faculty Affairs Committee is to increase the likelihood that faculty perspectives are considered in 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 and the chair will systematically communicate faculty perspectives to the dean so that they can be considered in decision making.

## **3. 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 (Redbook 4.4.1). 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 (Redbook 4.4.1.B.4). 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 the school.

## **4. Curriculum**

The function of the Curriculum Committee is to ensure that the existing and proposed courses in the BSW and MSSW curricula<sup>2</sup> 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 appointed<sup>3</sup> 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

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

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

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.

### **5. 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.

### **6. 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 the Curriculum Committee, Associate Dean for Research, directors of the Masters, Bachelors, Doctoral, and Couple 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.

### **7. 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 be chaired by the associate dean for research. This committee consists of full-time faculty who are current principal investigators on funded contracts or grants. 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 also appoint additional committee members.

### **8. Recruitment and Admissions**

The function of the Recruitment and Admissions Committee is to coordinate and monitor the recruitment and admission of students, coordinate with the Diversity and Social Justice Committee on activities to ensure a diverse student body, admit students to Kent School, develop and implement protocols for scholarships, and coordinate with the Outcomes Committee on protocols to measure effectiveness of recruitment efforts and admission practices. The Recruitment and Admissions Committee of each academic program will be recruited by and be chaired by the director of the respective program. It will consist of minimum of two full-time

faculty members who teach in the program and the respective program director. The dean may appoint additional full-time faculty members to each academic program's Recruitment and Admissions Committee. Each program director may appoint staff from their respective programs to sit on this committee (non-voting) to support the functions of this committee.

### **9. 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 6.8.3 of *The Redbook* and develop procedural guidelines consistent with Section 6.8 of *The Redbook*. The Student Grievance Committee shall consist of two full-time faculty to serve a one-year term, with the senior in rank and/or years of service of the two serving as chair, and one student representative. Terms may be renewed. At the coordination of the dean, an election will be held for the faculty representatives on the committee. The dean shall consult with the Kent School Student Association and the faculty to appoint a student representative to the committee.

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

### **11. Academic Advisory**

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

### **12. Planning and Budget Advisory**

The function of the Planning and Budget Advisory Committee is to advise the dean regarding revision of the School's Strategic Plan, specifically on (a) the establishment of priorities for action (PFAs) 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. In addition, the Planning and Budget Advisory Committee will provide opportunities for the Kent School faculty and staff to actively participate in the planning and budgeting process, and will provide the faculty with an annual report on budgetary status and implications for existing programming, and on availability of resources for new academic program proposals.

The Planning and Budget Advisory Committee shall consist of three faculty representatives elected by full-time faculty, the dean or the dean's designee, the school's Director of Finance and Administration/Lead Fiscal Officer, associate deans, program directors, and a staff representative appointed by the dean. The dean or the dean's designee, Lead Fiscal Officer, and staff shall be *ex officio*, nonvoting members. Elected or appointed members 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.

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

Bylaws, Kent School, Amended, Revised, and Approved by Faculty, 1/21/09, 5/13/09

Approved by the Board of Trustees, July 29, 2009

Bylaws, Kent School, Revised 12/06/16; Approved by Faculty 02/22/17

Approved by Faculty Senate, May 3, 2017

Bylaws, Kent School, Revised and Approved by Faculty 8/23/17; 5/9/18; 10/24/18; 11/14/18

Approved by Faculty Senate, January 9, 2019

Approved by the Board of Trustees, April 18, 2019