

**UNIVERSITY OF NEVADA, LAS VEGAS
GREENSPUN COLLEGE OF URBAN AFFAIRS
SCHOOL OF SOCIAL WORK**

BY-LAWS

ORIGINAL BY-LAWS: JUNE, 1973
REVISED: APRIL, 1980
REVISED: JANUARY, 1984
REVISED: MAY, 1987
REVISED: OCTOBER, 1988
REVISED: NOVEMBER, 1989
REVISED: JANUARY, 1990
REVISED: OCTOBER, 1990
REVISED: FEBRUARY, 1991
REVISED: OCTOBER, 1996
REVISED: JANUARY, 1997
REVISED: APRIL, 1998
REVISED: AUGUST, 1998
REVISED: SEPTEMBER, 1998
REVISED: OCTOBER, 1998
REVISED: AUGUST, 2000
REVISED: MARCH, 2001
REVISED: OCTOBER, 2003
REVISED: OCTOBER, 2011

ARTICLE 1. PREAMBLE

- 1.1 The School of Social Work bylaws shall in no way conflict with the college By-laws, University Code, administrative policies, or Board of Regents' decisions.
- 1.2 It is presumed that the governance of the School in a professional, democratic manner underlies the entire structure and philosophy of this body. Such a presumption places maximum responsibility upon its members to participate in its deliberations and to accept its decisions.

ARTICLE 2. THE SCHOOL MEMBERS

- 2.1 The School members shall consist of all full-time faculty members (tenured, tenure track, faculty in residence, and administrative faculty) in the School of Social Work, including the Director. All of these members will be voting

members, and will be eligible to serve on and be chairs of all sequence, standing, ad hoc, and recruitment committees. Part-time

instructors may attend faculty meetings as non-voting members. University Association of Social Work Students (UASWS) BSW and MSW student representatives shall attend faculty meetings as voting members, and shall be recused from Personnel and Admissions discussions and other discussion deemed appropriate by the majority of the faculty. The BSW and MSW student representatives shall be elected by UASWS.

ARTICLE 3. SEQUENCE COMMITTEES

- 3.1 The sequence committees of the School are: Direct Practice; **Management and Community Practice**; Policy; Field Practicum; HBSE; and Research.
- 3.2 Each sequence committee shall be appointed by the Director based on teaching assignment and faculty member's specialized interest. Only faculty members as specified in 2.1 shall serve on sequence committees.
- 3.3 The Chair of each sequence committee shall be elected by committee members.

ARTICLE 4. STANDING COMMITTEES

- 4.1 The following five Standing Committees shall be appointed by the Director in consultation with faculty members. **The term of the Chair of each Standing Committee is two years, with the possibility of reappointment. The Chair of each committee must be a full-time tenured tenure track faculty, or administrative faculty member.**

4.2 BSW Curriculum Committee

The BSW Committee shall consider short-term and long-term curricular needs of the undergraduate program, suggest and coordinate the addition of new courses and the deletion of existing courses, suggest innovative course offerings, and advise on continuing education needs. **The BSW curriculum committee consists of the BSW program coordinator and other BSW faculty appointed by the Director.**

4.3 MSW Curriculum Committee

The MSW committee shall consider short-term and long-term curricular needs of the graduate program, suggest and coordinate the addition of new courses and the deletion of existing courses, suggest innovative course offerings, and advise

on continuing education needs. The MSW curriculum committee consists of the MSW program coordinator and the Chair of each sequence committee.

4.4 Outcomes and Career Development Committee

The Committee assesses and advises on the functional, educational and professional outcomes of the School relating to student and faculty outcomes in relation to the local community's needs, maintains appropriate records of these outcomes, and advises students on career development matters. This committee tracks the alumni and program outcomes. The Committee shall consist of full-time faculty members and other faculty members deemed necessary by the Director.

4.5 Admissions Committee

This committee suggests the admission criteria and procedures, evaluates the received applications, and makes recommendations for admission to the BSW and MSW programs. This Committee shall consist of the admissions coordinator, the BSW and MSW coordinators, and other faculty members as voting members.

4.6 The Student Grievance Committee

The responsibilities of this committee include review of student grievances in accordance with the procedure outlines in the student handbook. The committee shall consist of three full-time faculty members.

ARTICLE 5. THE PERSONNEL COMMITTEE

5.1 Only tenured full-time faculty are eligible for election by the faculty to the Personnel Committee. The Committee shall be composed of the members as follows: One faculty member elected from the full professor level, one faculty member elected from the associate professor level, and one faculty member elected at large. The term of the office shall be one year requiring election by a majority vote. The Personnel Committee responsibilities are to make recommendations to the Director regarding retention, tenure, and promotion.

5.2 When a mandated position cannot be filled, the position shall revert to an at-large vote.

5.3 The chair shall be elected by Committee members. A non-tenured full-time faculty shall be elected for the personnel committee for recommendation to Director for merit consideration only.

- 5.4 Tenure, promotion, and mid-tenure review recommendations of the committee shall be forwarded to the Director. Merit recommendations shall be forwarded to the Director.

ARTICLE 6. OTHER COMMITTEES

- 6.1 Ad hoc Committees are appointed as needed by the Director in consultation with the faculty. The chair of each committee shall be elected by committee members.
- 6.2 Recruitment Committees shall be appointed by the Director in consultation with the faculty. The Committees shall include the sequence committee chairs with vacancies and other appointed faculty. The committee chair shall be elected by committee members.
- 6.3 Recruitment Committees present recommendations for appointment to the Director and faculty.

ARTICLE 7. THE SCHOOL DIRECTOR

- 7.1 The School Director shall be appointed by the University administration in consultation with the faculty for a specified term with the possibility of reappointment.
- 7.2 The School Director has the primary responsibility for the strategic, educational, and managerial leadership of the BSW and MSW programs.
- 7.3 The School Director or appointee shall chair school meetings. The Director shall vote only in the event of a tie vote except in personnel decisions. In the event that the Director abstains, the motion fails.

ARTICLE 8. DECISION MAKING

- 8.1 Each School member shall be entitled to one vote. All voting decision outcomes shall be decided by majority vote. Students' votes shall be counted with the total vote.
- 8.2 For purposes of clarification the following definition is noted in Robert's Rules of Order: "A majority vote, is a majority of the votes cast, ignoring blanks, and is sufficient for the adoption of any motion that is in order..." and "the word 'majority' means more than half; and when the term 'majority vote' is used

without qualifications - it means more than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting at which a quorum is present.”

- 8.3 Only full-time tenured faculty at the rank and above shall vote on tenure, promotion, and mid-tenure review decisions.
- 8.4 Votes taken by secret ballot shall be reported by outcome of voting members. The number of votes cast for or against shall be reported to School members, recorded, and submitted to the Director. An exception may be allowed by agreement of the faculty if the faculty member who is the subject of vote requests reporting by outcome only.
- 8.5 A quorum shall consist of two-thirds of the School members.
- 8.6 The School Director shall have the right to submit a differing opinion of that of the majority vote of the School members, if, in his/her judgment, such an opinion shall be detrimental to the overall welfare of the School. The Director shall report to the faculty decision on matters in which he/she concurs or disagrees.
- 8.7 When a faculty member is the subject of an issue requiring a vote, the voting shall be done through secret ballot.
- 8.8 Voting members are all who are present and who vote, and those who submit a written proxy prior to the vote on all matters requiring a vote.

ARTICLE 9. MEETINGS OF THE SCHOOL

- 9.1 The Director shall call and preside over regular meetings of the School.
- 9.2 Regular meetings of the School members shall be called with at least five working days' notice in writing. The written notice will include an agenda and a list of voting items.
- 9.3 An emergency meeting of the School may be called by the Director or three full-time members of the faculty. In an emergency meeting, a vote that has not been previously announced may take place when 2/3 of a quorum of School members approve.
- 9.4 Two-thirds of School members can vote to bring an issue to vote without prior listing.
- 9.5 Written proxy voting shall be allowed and submitted to the Director prior to the

vote.

- 9.6 The School secretary shall be present at all School meetings to take minutes of such meetings. If not available, a faculty member shall be

appointed to record minutes. Minutes shall be limited to announcements and formal actions, such as motions. The School Secretary (or the appointed faculty member) shall count and record vote tallies.

- 9.7 Minutes of a previous meeting shall be distributed to members no later than five working days prior to the next meeting and approved within two weeks.

ARTICLE 10. BSW, MSW PROGRAM, AND ADMISSIONS COORDINATORS, AND OUTCOMES COMMITTEE CHAIR

- 10.1 BSW, MSW, Admissions Coordinators, and Outcomes Committee Chair shall be appointed by the Director and each shall serve a term of two years, with the possibility of reappointment.
- 10.2 Administratively and programmatically, BSW, MSW, and Admissions Coordinators, and Outcomes Committee Chair shall be accountable to the School Director.

ARTICLE 11. THE ADVISORY BOARD

- 11.1 The Advisory Board is established as a liaison between the School of Social Work and the local community. This Advisory Board shall be comprised of at least seven but not more than ten members of the professional practice and local community who have a demonstrated interest in social welfare. No full-time faculty member may sit on the Advisory Board.
- 11.2 The role of the Advisory Board is to contribute to the growth and development of the School of Social Work.
- 11.3 The term of the Advisory Board members shall be two years, with the possibility of reappointment.
- 11.4 The Advisory Board Members shall be appointed by the School Director in consultation with the School members. Board of Regents must approve Advisory Boards, as well as changes in membership.
- 11.5 The Advisory Board shall meet at least twice during the academic year.
- 11.6 The Advisory Board shall elect its own officers, establish its own by-laws, and shall convene its meetings in consultation with the School Director.

ARTICLE 12. AMENDMENT OF THE BY-LAWS

- 12.1 Written proposed amendments shall be distributed to the School members, one week in advance of a regular School meeting.
- 12.2 At the School meeting, the proposed amendments shall be discussed and vote upon by the School members.
- 12.3 Approval of the proposed amendments shall require a two-thirds majority vote of School members in favor of the proposed amendments.