

BY-LAWS: GOVERNANCE DOCUMENT

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SCHOOL OF SOCIAL WORK GOVERNANCE DOCUMENT

1.0 PREAMBLE:

The Faculty shall constitute the governing body of the California State University, Long Beach (CSULB) School of Social Work. The faculty shall be responsible for its own governance and shall operate within the policies and regulations of those units of CSULB and the College of Health and Human Services (CHHS) to which the School is accountable. The faculty shall conduct school-level policy-making, as well as assist in guiding the management and operations of the School. The purpose of this document is to ensure faculty participation in decisions affecting the educational program. This document shall be the official governance policy for the School of Social Work.

2.0 VISION AND MISSION STATEMENT

2.1 Vision and Mission Statements

The Vision of the CSULB School of Social Work is to be California's most innovative and student-centered School of Social Work; a place where academic excellence, ethics, diversity and the pursuit of social justice are embraced by faculty and students to enhance the lives of vulnerable and oppressed populations.

The primary mission of the CSULB School of Social Work is to educate and graduate diverse, ethical, competent social work students able to think critically and use evidence-based practice approaches to effectively serve culturally-diverse, vulnerable individuals, families, and communities in a wide variety of practice areas as practitioners, leaders, and social justice advocates. The School of Social Work will engage in collaborative, community-based research that will enhance the wellbeing of vulnerable populations and disadvantaged communities, improve service delivery systems, and contribute to social work knowledge. In addition, the School of Social Work will provide meaningful service to the community and the profession through the development of ongoing relationships with grassroots community leaders, community-based, non-profit organizations, governmental organizations, and foundations.

3.0 STRUCTURE OF THE SCHOOL

The administrative structure of the School principally consists of the positions held by the Director, Associate Director, Director of Field Education, Undergraduate Program Director, and such staff positions as are necessary to meet the School's mission, and such faculty committees as required to conduct and administer the program.

4.0 DIRECTOR OF THE SCHOOL

The Office of Director of the School of Social Work shall be held by a person appointed by the Provost on the recommendation of the Dean of the College of Health and Human Services and the faculty of the School of Social Work. The Director shall be the chief administrative officer of the program.

4.1 Duties of the Director

The Director shall be responsible for developing and setting forth the plan for the administration and operation of the School. The Director shall represent the School in its dealings with the administration of the College and the University and shall preside at meetings of the School. The Director may select an administrative team to meet the administrative responsibilities of the School consistent with organizational structure and resources.

4.2 Term of the Director

The term of the Director shall be established in accordance with University and College policies for directors or chairs.

4.3 Election of the Director

The process of electing a Director shall be in accordance with University and College policies for election of directors or chairs.

4.4 Balloting

Balloting shall follow the policies and procedures of the University, the College and the Collective Bargaining Agreement (CBA) - Memorandum of Understanding (MOU).

4.5 Replacement of the Director

If the position of Director of the School falls vacant prior to the end of the incumbent's term, the replacement shall be selected in accordance with University and College policies.

5.0 FUNCTIONS OF THE SCHOOL

Responsibility for the academic program rests with the faculty as defined in *6.1 Faculty Membership*. Through its governance document, the faculty sets forth its organization, composition, and authority as the academic policy-making body of the School with the Director as its chief administrative officer. In all matters within its purview, the faculty shall be guided by principles of affirmative action and equity.

5.1 Scope of Functions

The faculty shall review and authorize degree requirements, determine courses to be taught within the program or under its auspices, formulate standards for admission of students, set curriculum policy, and participate in other matters that affect the educational policies of the School. On substantive issues related to these areas, the faculty shall act as a committee of the whole.

5.2 Authority of the Faculty and the Director

Decisions approved by the faculty shall become effective after ten (10) working days unless vetoed by the Director.

Decisions of the Director regarding educational policy and curriculum matters may be confirmed, modified, or repealed by a formal vote of the faculty, except where such actions would violate or be in conflict with CSULB Policies.

The Director may veto any action of the faculty by so notifying the faculty in writing within ten (10) working days of the action. The faculty may over-ride the Director's veto at its next meeting at which a quorum is present. Approval by two-thirds (2/3) of the members present shall be required for the over-riding action.

If the Director does not elect to withdraw the veto within ten (10) working days of the recording of the over-riding action, the faculty may refer the matter to the Dean of the College of Health and Human Services for arbitration.

The faculty of the School of Social Work assigns authority for making non-tenure track, one (1) year temporary appointments and part-time lecturer appointments to the Director of the School of Social Work. It is understood that the need for such appointments often takes place during summer months when faculty are unavailable. Wherever possible, the Director shall seek appropriate consultation from the Faculty Search Committee and other available faculty before making such appointments.

In the absence of the Director of one semester or more, the Dean of the College of Health and Human Services will appoint an acting Director. In the absence of the Director for less than one semester, the Director shall appoint an acting Director.

6.0 FACULTY

6.1 Faculty Membership

Faculty Unit Employee – The term "faculty unit employee" or "employee" as used in the California Faculty Association (CFA) Collective Bargaining Agreement (CBA) refers to a bargaining unit member who is a full-time faculty unit employee, part-time faculty unit employee, probationary faculty unit employee, tenured faculty unit employee, lecturer employee, temporary faculty unit employee, coaching faculty unit employee, counselor faculty unit employee, faculty employee, librarian faculty unit employee, extension for credit faculty unit employee, or lecturer employee.

Full-Time Faculty Unit Employee – The term "full-time faculty unit employee" as used in this agreement refers to a bargaining unit employee who is serving in a full-time appointment.

Part-Time Faculty Unit Employee – The term "part-time faculty unit employee" as used in this agreement refers to a bargaining unit employee who is serving in a less than full-time appointment or at a less than full-time time base.

6.2 Faculty Voting Rights

Governance of the school shall be vested in faculty members holding full voting rights. Voting rights are defined as follows: those holding full voting rights are full-time faculty with rank of Assistant Professor, Associate Professor, and Professor as defined in the CFA Unit 3 Faculty Collective Bargaining Agreement (CBA). In addition, voting rights are to be given to all full-time lecturers, all full-time grant faculty, and two (2) elected part-time faculty representatives, persons in the position of the undergraduate and graduate coordination of the School shall have full voting rights if not already voting members under the above categories and one (1) elected representative of the School's staff. Individuals with voting rights shall have one vote per action except where prohibited or otherwise limited by University, College, or School policies and regulations. Those holding *voice*, but no voting rights are all other part-time faculty, professor emeriti and student representatives.

Voting Rights of School of Social Work	
Professor	Full Voting Rights
Associate Professor	Full Voting Rights
Assistant Professor	Full Voting Rights
Full-Time Lecturer	Full Voting Rights
Full-Time Grant Faculty	Full Voting Rights
Position of graduate student program coordination	Full Voting Rights
Position of undergraduate program coordination	Full Voting rights
Part-Time Faculty	Two Elected Representatives
Staff	One Elected Representative
Professor Emeriti	Voice
All other Part-Time Faculty	Voice
Student Representatives	Voice

6.3 Voting Methods

The usual method of voting shall be voice. At the request of any voting member, a vote by raised hand, roll call, or written ballot shall be employed. A majority of those voting shall decide any issue unless otherwise provided in this document.

6.4 Faculty Meetings

Regular meetings of the faculty shall be scheduled at a minimum of three (3) times a semester with additional meetings convened as necessary. Unscheduled meetings for a specific purpose may be called by the Director, or on written request of one-fourth (1/4) or more of the voting faculty. The meeting shall be held, unless otherwise designated, within ten (10) working days of the request.

6.5 Procedures

Regular meetings of the faculty shall be called by the Director who shall have responsibility for the agenda. The Director shall preside at all regular meetings of the

faculty. In the Director's absence, the Director shall appoint a faculty member to preside. The dates for the meetings shall be set and made known to the faculty in advance. Attendance at all scheduled regular meetings of the faculty is an expected duty for all faculty members.

In the instance of a special meeting, the subject(s) for which the meeting was called shall be the first order of business. The faculty may take emergency action on business not on the agenda provided a quorum is present and two-thirds (2/3) of those present consent.

In the conduct of meetings and in all questions not explicated in this document, Robert's Rules of Order (latest edition) shall prevail.

6.6 Faculty Meeting Minutes

The recording of minutes reflecting substantive discussion and detailed information on new policies and procedures, or revisions thereof, and the recording of motions and votes, shall be an administrative responsibility and reside with the Director. The Director's Office shall be the repository for the minutes of all faculty meetings and he/she shall be responsible for ensuring their availability for faculty perusal. Minutes of all faculty meetings shall be distributed to all faculty.

7.0 COMMITTEES OF THE SCHOOL

7.1 General Considerations

Standing committees shall include the Curriculum Committee, Search Committee, Reappointment, Tenure and Promotion (RTP) Committee, Strategic Planning Committee, Student Affairs and Grade Appeals Committee, Faculty and Staff Development Committee and other committees, as approved by a two-thirds vote of the faculty voting body.

Each standing committee and sequence shall provide for its internal organization. Sequence and standing committees shall meet at the beginning of the fall semester to select/elect a chair and to establish operating procedures.

Committee members shall determine their definition of a quorum for the purposes of conducting committee business. This definition shall be included in the operating procedures.

Committees shall make recommendations to the faculty for deliberation except where excluded by University and College policies and procedures.

Standing committees of the School, except the Reappointment, Tenure, and Promotion (RTP) Committee, and except where excluded by University and College policies and procedures, and except where information is of a personnel or confidential matter, shall regularly forward copies of their minutes to the Director's office where all copies of committee meeting minutes are maintained.

All standing committees of the School shall provide the School with a report of their activities at monthly faculty meetings, and at the final faculty meeting each year. Interim reports as requested by the School, concerning matters under the jurisdiction of the standing committees shall be provided. Each committee shall coordinate its activities with those of other relevant standing committees of the School.

The Director shall be a non-voting, *ex-officio*, member of each committee.

Students shall participate in the development of School procedures except *where* prohibited by University and College policies and procedures.

7.2 Committee Members

All committee members elected by the faculty voting body shall be elected to serve staggered, two-year terms.

Student members will be recruited from the Associated Students of Social Work (ASSW) and its caucuses and through direct student-faculty contacts, and shall serve a one-year term.

The length of term of all committee members appointed by the Director, by virtue of their administrative appointments, shall be determined by the Director, but shall not exceed three years and will expire with the term of the Director.

All committee members may be re-elected or appointed for consecutive terms unless otherwise indicated.

All committee members elected or appointed to the committee in accordance with these by-laws shall have one vote except where prohibited or otherwise limited by University, College, or School regulations.

Only committee members shall have voting privileges.

All committee members shall make a good faith effort to include all persons in the membership as defined in the Committee Membership section of the by-laws. All committees are free to operate with existing committee composition, once a good faith effort has been made to duly constitute a committee.

7.3 Curriculum Committee

7.3.1 Membership

This committee shall be comprised of no fewer than nine members. Members shall include the seven sequence chairpersons, two (2) at-large, elected tenure/*tenure-track* faculty, the Associate Director/Graduate Program Director, the Undergraduate Program Director, one (1) graduate student and one (1) undergraduate student.

7.3.2 Duties and Function

The committee shall be responsible for making recommendations about curriculum development. The committee shall receive all proposals for curriculum change and for new courses and make recommendations on their disposition to the School. The committee shall be responsible for the monitoring and evaluation of current curriculum for compliance with School, College and University mission and professional standards.

7.4 Search Committee

7.4.1 Membership

This committee shall be comprised of no fewer than three (3) elected tenured faculty members.

7.4.2 Duties and Functions

The committee along with the Director shall be responsible for establishing procedures protocols and making recommendations for the recruitment and hiring of new tenure-track and tenured faculty, full-time lecturers and will establish a mechanism for consultation regarding the recruitment and hiring of grant related instructional faculty. The committee shall function in conformity with the policies and procedures of the Trustees of the California State University, the University and College of Health and Human Services of CSULB.

7.5 Reappointment, Tenure and Promotion Committee

7.5.1 Membership

All tenured faculty members are eligible to serve. The Director may choose to serve on the committee if elected or to write her/his own review independent of the committee. Rank of members shall be in compliance with University and College RTP requirements.

The committee shall *include* no fewer than *five* (5) elected members. *At least three (3) of the five members must be at the rank of full professor.*

7.5.2 Duties and Functions

The committee shall function in conformity with the duties and functions established by the policies and procedures of the Trustees of the CSU, the University and the CHHS of CSULB.

7.6 Strategic Planning Committee

7.6.1 Membership

This committee shall consist of no fewer than six (6) members. Committee members shall include at least *one* (1) at-large elected tenure/tenure-track faculty, one (1) field

faculty, one (1) full-time grant faculty and one (1) staff member appointment by the Director, one (1) graduate student and one (1) undergraduate student. The Director may appoint up to two (2) additional representatives to this committee.

7.6.2 Duties and Functions

This committee is responsible for the development of the School's long-range, strategic plan and for developmental activities related to this plan.

7.7 Student Affairs and Grade Appeal Committee

7.7.1 Membership

This committee shall be comprised of no fewer than six (6) members. Members will include three (3), elected, at-large, tenure/tenure-track faculty, one (1) faculty member whose administrative assignments include student affairs, one (1) graduate student in the final year of the program and one (1) senior academic level undergraduate student.

The Director may appoint up to two (2) additional representatives to this committee.

The Associate Director/Graduate Program Coordinator shall be an ex-officio member of the committee.

7.7.2 Duties and Functions

The committee shall serve as the School's Student Affairs and Grade Appeals Committee following School, College, and University policies.

The committee shall review all grade appeals and make decisions regarding termination or retention of students in all situations regarding *student violations of professional standards and/or ethical standards*, and shall inform the Director of such decisions. The Committee shall conform to the procedures and time-lines contained in the current University and College policies and procedures on student rights and appeal procedures.

7.8 Diversity Committee

7.8.1 Membership

This committee shall be comprised of no fewer than seven (7) members. Members will include at least two (2) elected, at-large, tenure/tenure-track faculty and one (1) field faculty, one (1) full-time grant faculty, and one (1) staff member appointment by the Director, one (1) graduate student and one (1) undergraduate student. Volunteers interested in serving on this committee can be added based upon the approval by a quorum of the committee.

7.8.2 Duties and Functions

The Diversity Committee shall serve to coordinate and facilitate activities and strategies related to diversity, equity and inclusion related to race and other intersectional categories. These duties include the coordinating of ongoing, relevant training; making suggestions about ensuring the concept of diversity and inclusion is fully integrated into SSW policy, hiring, student recruitment, curriculum, and programs; evaluating current activities and strategies; and the facilitating other diversity-related activities as appropriate. The committee will coordinate and interface with the School's leadership team, other standing and ad hoc committees as concerns are raised or feedback requested.

7.9 Ad-hoc Committees

7.9.1 Membership

The Director may create ad-hoc committees or task forces to handle matters on a temporary basis. Ad-hoc committee assignments shall expire with the tenure or discretion of the Director or at the completion of its charge.

7.10 Quorum

7.10.1 A quorum shall be needed to approve actions of all School and standing committee meetings. A quorum for the faculty body shall be 50% plus one voting member of the faculty. The quorum for the School's standing committees shall be developed by each committee.

7.11 Attendance

All meetings of the School and its committees shall be open. The faculty has the authority to declare an Executive Session.

7.12 Committee Voting

Voting on all motions made and seconded shall be by open ballot unless a majority of voting members present at the committee meeting request a written or mailed ballot. Policy issues shall be presented to faculty five (5) working days before the voting takes place.

8.0 AMENDMENT AND SUSPENSION OF BY-LAWS

8.1 Proposal of Amendments

Amendments must be proposed in a written petition signed by at least one third (1/3) of the voting members of the faculty body.

8.2 Discussion

Proposed amendments to the by-laws shall be submitted to the Director at least ten (10) working days prior to a scheduled meeting of the faculty to be considered. Within four (4) working days, exclusive of final examination and registration periods following the receipt of such a petition, the Director shall have copies of the proposed amendment distributed to the faculty. Discussion of the amendment will occur no later than the next regularly scheduled meeting of the faculty.

8.3 Adoption

An amendment to the by-laws shall become valid when it has received the affirmative votes of two-thirds (2/3) of the faculty present at a School faculty meeting where there is a quorum.

8.4 Suspension of By-laws

During any meeting at which a quorum is present, the faculty may suspend any part of these by-laws, provided that a motion for such suspension receives the affirmative vote of three-fourths (3/4) of those members present. Any such motion shall stipulate that the suspension may not exceed thirty (30) working days.

9.0 POLICY ON PART-TIME FACULTY AND STAFF REPRESENTATIVES

9.1 Membership

The part-time faculty may elect up to two (2) representatives for a two-year term, who will serve as voting members at the regularly scheduled meetings of the faculty. This election will take place immediately after the first faculty meeting of the academic year.

The staff of the School may elect one representative for a two-year term, who will serve as a voting member at the regularly scheduled meetings of the faculty. This election will take place immediately after the first faculty meeting of the academic year.

9.2 Rights

Part-time faculty shall have all rights established in accordance with University policy and the CBA Memorandum of Understanding.

10.0 STUDENT PARTICIPATION

10.1 Student Representatives

Student representatives: one (1) graduate student and one (1) undergraduate student will participate in School faculty meetings and committees except where prohibited or otherwise limited by University, College or School regulations.

10.2 Committee Members

Student representatives to the faculty meetings and committees discussed in these by-laws shall be recruited through ASSW, and its caucuses and through direct student-

faculty contacts. ASSW will be informed of all students selected for membership on committees. ASSW shall be informed of any subsequent changes in student representatives on School committees.

11.0 CUSTODY OF BY-LAWS AND POLICY STATEMENTS

11.1 Custody

A standard, up-to-date copy of the by-laws and policy statements of the School of Social Work shall be maintained in the Director's office.

11.2 Effective Date

These by-laws shall be in effect beginning Spring semester, 2021.

12.0 RATIFICATION AND AMENDMENT

This governance document (by-laws) was ratified on November 17, 2020 and made operational by a majority vote of the voting faculty members of the School of Social Work. It replaces the CSULB School of Social Work Governance Document ratified in 2016.