

## **Indiana University School of Social Work Constitution**

### **Preamble**

The mission of the IUSSW is excellence in education, research and service to promote health, well-being, and social and economic justice in a diverse world. We envision our School as an exemplary university and community-based collaboration advancing social and economic justice, empowerment, and human well-being in a changing global landscape.

The Indiana University School of Social Work was founded in 1911 as the Department of Social Service and is recognized as the oldest professional school of social service continuously functioning as part of a degree-granting university. Between 1911 and 1944, various administrative and curricular changes were put into effect, and degree programs at both the undergraduate and graduate levels were offered. In 1944, the Indiana University Division of Social Service was established by action of the Trustees of Indiana University. The organizational status was changed in 1966 when the Graduate School of Social Service was created. In 1973, the name was changed to the School of Social Service in recognition of the extent and professional nature of the school's graduate and undergraduate offerings. It became the School of Social Work in 1977.

In June 2007, the School became the new home of Labor Studies making it an undergraduate program of the School of Social Work. Labor education at Indiana University began in 1946 with the Labor Education and Research Center within Bloomington's Department of Economics, which provided instruction on topics vital to Indiana union leaders to assist in their roles in collective bargaining and leadership in their local communities. The first Labor Studies credit courses were offered in 1976 as a concentration component of the General Studies degree program. The Division of Labor Studies of Indiana University has set the standard for labor studies programs nationwide, pioneering the first bachelor's of science degree in labor studies in the United States.

### **I. Purpose**

This Constitution sets forth the minimal principles of governance for the Indiana University School of Social Work. It recognizes that there are collective and independent interests within the School community, which includes the faculty, the students, the professional and clerical staff, the alumni, and the professional communities. While there is considerable interdependence among these stakeholders, there are also independent interests and needs. All stakeholders in the School are governed by its mission and contribute to its achievement, subject to the limitations imposed by the policies and procedures set forth in the Indiana University Academic Handbook or the Indiana University/Purdue University at Indianapolis Faculty Handbook and are subject to the right of review by appropriate governing bodies within the University and by appropriate external bodies when their prerogatives are affected.

Operating principles are based on the concepts of reciprocity, mutual respect, civility and openness.

## **II. School Assembly**

### **A. Purpose**

The purpose of the School Assembly is to provide a forum within which all stakeholders through direct participation or through representation, can exercise their responsibility for the School Mission and the general policies and procedures of the School.

### **B. Authority**

The School Assembly, in plenary session and with the assistance of its Committees, has the authority to work with all stakeholders to (i) define and monitor the School Mission, (ii) identify and resolve topics of concern, (iii) nurture and oversee a sense of community, and (iv) provide an ongoing forum for discussion and action on those issues of mutual concern not under the authority of the Faculty Senate.

### **C. Membership**

All full-time faculty, all full-time professional, administrative and clerical staff, and representatives of the student and alumni associations are voting members of the School Assembly.

### **D. Presiding Officer**

The Dean or his/her designee is the chair of the School Assembly.

### **E. Meetings**

The School Assembly meets no less than once each semester. Each committee makes a written report in advance of each meeting and the School Assembly votes whether to accept or reject the report.

Additional meetings may be called as prescribed in the By-Laws.

### **F. Committees**

The School assembly has the authority to establish committees it deems necessary to help fulfill its function. Committees may be established by majority vote of the School Assembly.

### **III. Faculty Senate**

#### **A. Purpose**

The purpose of the Faculty Senate is to provide a forum within which the faculty can exercise its traditional responsibility for the development and maintenance of the academic standards of the School. This includes matters directly related to the curriculum, and the conferring of degrees, and to faculty selection, retention, promotion and tenure.

#### **B. Authority**

The Faculty Senate has authority, consistent with the areas enumerated in the Indiana University Faculty Handbook, including:

1. Standards of admission, retention, and graduation of students.
2. Determination of the curriculum.
3. Standards and procedures concerning faculty selection, retention, promotion and tenure.
4. Conferral of degrees.
5. Standards and procedures for governing the Faculty Senate.
6. Establishment of student standards of conduct.
7. All educational policies.
8. Establishment of other advisory groups as needed.
9. Other matters that specifically relate to academic standards.

#### **C. Membership**

Individuals with full-time faculty or faculty-equivalent appointments are voting members of the Faculty Senate. This includes tenured and tenure-track, non-tenure track and visiting instructors with full-time appointments. Only tenured and tenure-track faculty may vote on matters pertaining directly to the promotion and tenure of tenured and tenure-track faculty.

#### **D. Officers**

1. The Officers include the Chair, Secretary, and Treasurer of the Faculty Senate. The presiding officer is the Chair of the Faculty Senate, who is to be elected from among those tenured faculty members with less than half-time administrative appointments.
2. All officers are elected for a two-year term by the Faculty Senate from among full-time faculty and serve for no more than two consecutive terms.

3. Duties of the Chair are to:

- a. Preside at all meetings of the Faculty Senate or to appoint a pro-tem Chair in the Chair's absence;
- b. Designate and announce the time and place for regular or special meetings of the Faculty Senate;
- c. Promulgate an agenda for all meetings of the Faculty Senate.

4. Duties of the Secretary are to

- a. Record, and to provide for the distribution of, minutes of the Faculty Senate meetings;
- b. Conduct all faculty elections including that of the Secretary.
- c. Keep and maintain accurate minutes and archives of the Faculty Senate and associated business.
- d. Act as the definitive parliamentarian.

5. Duties of the Treasurer are to

- a. Collect dues and pay bills, [or delegate said collection and payment to the School's Account Manager,] in accordance with policies established by the Faculty Senate;
- b. Maintain a record of collections and disbursements;
- c. Develop and recommend policies governing the purpose and use of the faculty fund to the Faculty Senate.

E. Meetings

The Faculty Senate meets no less than once each semester. Additional meetings may be called as prescribed in the By-laws.

F. Committees

The Faculty Senate has the authority to establish committees it deems necessary to help fulfill its function. Other than Promotion and Tenure, committees may be established by majority vote of the Faculty Senate.

The following Committees are considered Standing Committees of Faculty Senate:

1. Academic Program Committees

a. Definition

The Academic Program Committees include a committee for each degree-offering program of the IU School of Social Work.

b. Purpose

For its respective degree program, each committee is responsible for monitoring and evaluating the program, developing proposals to modify the program's curriculum or educational policy, and identifying pertinent issues for consideration by appropriate bodies at the School.

c. Membership

Each committee is made up of faculty who elect to serve on the specific committee for each academic year.

2. Student Affairs Committee

a. Definition

The Student Affairs Committee has faculty representation from all academic programs and all faculty.

b. Purpose

The purpose of the Student Affairs Committee is to coordinate policies for admissions, student recruitment, retention and standards of conduct for all students of the IU School of Social Work.

3. Promotion and Tenure Committee

a. Purpose

The purpose of the Promotion and Tenure Committee, as the School's Unit Committee, is to conduct reviews of faculty to provide the basis for advising and recommending to faculty and the Dean on matters of faculty retention, tenure and promotion. The Promotion and Tenure Committee also reviews, as appropriate, School of Social Work policies and procedures dealing with the faculty review process and submits recommendations for revisions to the tenure track and tenured

members of the Faculty Senate for approval.

b. Membership

The Promotion and Tenure Committee consists of seven faculty members elected by the tenured and tenure track members of the Faculty Senate from among the eligible tenured faculty holding the rank of Associate Professor or above. The dean, associate dean(s), chair and secretary of the Faculty Senate, and candidates for promotion and/or tenure are not eligible for election to this committee. All members of this Committee must have served on the faculty of the School of Social Work for at least one year at the time of their election. Term of office is two years, with three members elected in odd numbered years and four members elected in even numbered years. No member serves more than two consecutive terms. Membership includes five members from the Social Work faculty and two members from the Labor Studies faculty.

c. Chair

The Committee elects its chair from among its members at its first meeting convened by the Chair of the Faculty Senate. The Chair serves a one year term.

4. Ad Hoc Committees

The Dean or Chair of the Faculty Senate has the authority to appoint ad hoc committees. Other ad hoc committees may be established by majority vote of the School Assembly or the Faculty Senate.

**IV. Advisory Groups to the Dean**

A. Dean's Advisory Council

1. Purpose

This body is the central advisory body to the Dean of the Indiana University School of Social Work. It is the primary forum through which to communicate ideas, evaluate opportunities and recommend priorities to achieve the mission of the School. This body addresses resource allocation, monitor the strategic plan, plan the annual School retreat, explore opportunities and current challenges that affect the organizational communication, structure and decision-making for the School, as well as other issues involving the interests and mission of the School of Social Work.

2. Membership

The Dean's Advisory Council is made up of the Dean and Associate Dean, the Fiscal Officer, Chair of the Faculty Senate or designee, and a representative from each of the Staff and Student Advisory Councils, school partnerships and centers, committee chairpersons from the Labor Studies, BSW, MSW, and PhD curriculum committees, the Promotion and Tenure committee, Student Affairs Committee, Alumni Association, and the professional community.

### 3. Organization

The Dean's Advisory Council meets at least once per semester. Agenda and issues for discussion are generated by the members. Additional meetings may be planned at the discretion of the group.

## B. Staff Advisory Council

### 1. Purpose

The purpose of the Staff Council is to provide a forum within which support staff may discuss, review and make recommendations relevant to their rights and responsibilities as employees of the School of Social Work. These include, but are not limited to, such matters directly related to School and University staff personnel policies, staff development, technology such as the use of computers or new office technology, affirmative action, and the general quality of the work environment at the School.

### 2. Membership

The Staff Advisory Council consists of all Clerical and Professional /Administrative employees of all programs on all campuses whose role and function relate directly to matters of maintenance and support of the School of Social Work.

The Staff Advisory Council consists of all clerical and professional/ administrative employees of all programs located on the Indianapolis campus whose role and function relate directly to matters of maintenance and support of the School of Social Work. Membership is optional and encouraged for clerical and professional/administrative employees of all programs located on other campuses as allowable according to the MOU/union affiliations of those campuses and the feasibility of their participation.

### 3. Organization

The Council determines procedures for its own organization including the method for determining its chair, matters or issues for its agenda, identification of its representative to the Dean's Advisory Council, and provisions for advising the

School administration about issues to be brought before the School Assembly or the Faculty Senate.

C. Student Advisory Council

1. Purpose

The purpose of the Student Advisory Council is to provide a forum within which students may discuss, review and make recommendations concerning their rights and responsibilities as students of the School of Social Work. These include, but are not limited to, campus-wide regulations, student governance, and the general quality of student life and the educational environment. This statement of purpose in no way construes as interfering with the students' right to organize and communicate with faculty and administration through their separate and independent organizations.

2. Membership

The Student Advisory Council is comprised of the chair or the designated representative from participating School student organizations.

3. Organization

The Student Advisory Council is responsible for establishing procedures for its operation, including calling meetings and advising the School on student issues.

**V. Ex-officio Membership**

The Dean and the Associate Dean(s) of the Indiana University School of Social Work are non-voting, ex-officio members of all Committees of the Indiana University School of Social Work.

**VI. Amendments**

- A. The Constitution may be amended at any meeting of the School Assembly.
- B. Prior notice of the intent to propose an amendment must be given to the members of the School Assembly in writing or electronic form at least twenty calendar days prior to the date of the meeting. Copies of the proposed amendment(s) must accompany the notice. Amendments to the Constitution require a favorable two-thirds vote of the members present, provided a quorum is met.
- C. Unless otherwise specified by a provision, all revisions and/or amendments to the Constitution become effective upon adoption by the School Assembly.



- D. Authority over the constitutional provisions of the Promotion and Tenure Committee resides solely with the Faculty Senate. In proposing any changes in this provision for the Promotion and Tenure Committee the Faculty Senate follows the same procedures as any other Constitutional Amendment.

## **IUSSW By-Laws**

### **I. Election Procedures:**

#### **A. Election of the Chair, Secretary, and Treasurer of the Faculty Senate:**

1. Subject to the provisions and limitations identified in the Constitution, eligible members of the Faculty Senate may be self-nominated or nominate any other eligible member of the Senate to run for the offices of Chair, Secretary, or Treasurer of the Faculty Senate.
2. No one individual may serve simultaneously as Chair, Secretary, and/or Treasurer of the Faculty Senate.
3. The incumbent Secretary of the Faculty manages the nomination process and conducts the elections;
4. The Secretary of the Faculty notifies members of the Faculty Senate of the nomination process by the first Monday in March;
5. All nominations must be submitted to the Secretary by the third Monday in March;
6. Election ballots listing all eligible nominated candidates are sent to the members of the Faculty Senate by the fourth Monday in March;
7. Ballots must be returned to the Secretary by the second Monday in April. The candidate receiving the highest number of votes for a given office is declared the winner;
8. In the event of a tie, a run-off election is conducted by the Secretary to be completed no later than the third Monday in May.
9. Should circumstances arise that prevent the conduct of fair and impartial elections, the current officers confer and conduct an interim election. Ratification of these decisions or elections must take place at the next Faculty Senate meeting, provided a quorum is present.

#### **B. Election of members to serve on the Promotion and Tenure Committee**

1. There are two *ad hoc* nomination committees to select a slate of nominees for election to the promotion and tenure committee: The first is a committee consisting of all tenure and tenure track Social Work faculty, and the second is a committee consisting of all tenure and tenure track Labor Studies faculty. By October 31 of each calendar year, each committee nominates, by majority vote of that committee, nominees for election to upcoming vacancies on the

School of Social Work promotion and tenure committee for terms beginning with the next academic year. The number of social work nominees equals the number needed to ensure that five tenured social work faculty members (at the rank of Associate Professor or above) serve on the promotion and tenure committee; the number of labor studies nominees equals the number needed to ensure that two tenured labor studies faculty members (at the rank of Associate Professor or above) serve on the promotion and tenure committee.

2. By November 15 of each calendar year, the School of Social Work tenure and tenure track faculty as a whole votes to ratify or to not ratify the slate of nominees proposed according to the prior paragraph. If the vote is to ratify, the slate of nominees is deemed elected with a two-year term beginning with the start of the next academic year. If the vote is not to ratify, the question of further nominations is referred back to the two nomination committees for the selection of a new or modified slate of nominees, which slate is then be voted on by the School of Social Work's tenure and tenure track faculty as soon as practicable.
3. Two members are elected during even numbered years, and three members are elected during odd numbered years;
4. The elections is conducted by the Secretary of the Faculty.

C. Election of committee chairs:

1. Committees elect one of their members to serve as chair;
2. The election of committee chairs takes place at the first committee meeting of the academic year;
3. The meeting at which the election of the chair takes place is convened, and the election conducted by the most recent chair; or the chair's designee;
4. The person conducting the election is not eligible to vote unless they are a current member of the committee.

## II. Special Meetings

The following bylaws pertain to the convening of special meetings of the Faculty Senate and the School Assembly:

1. Special meetings may be called at the initiation of the chair or any five members of the body;
2. Members must be notified in writing of the purpose, time and place of all special meetings;

3. Notification of all special meetings must occur at least one week prior to the time of the meeting, unless the purpose for the meeting is deemed an emergency by the Dean or the Faculty Senate Chair.
4. In the case of emergency meetings, written notification is supplemented by reasonable efforts to contact the membership by phone, phone-mail, and/or e-mail.
5. The Chair of the Faculty Senate may direct the Secretary to conduct electronic votes on matters that are both minor and pressing.

### **III. Definition of a Quorum**

A quorum for the School Assembly, the Faculty Senate, and all committees requires at least 50% plus one of the voting members.

### **IV. Parliamentary Procedure**

In the absence of special rules or bylaws, all constituted bodies use the most recent edition of Robert's Rules of Order to guide parliamentary procedure.

### **V. Membership**

Full-time faculty, professional, administrative, and clerical staff, as used in Article II Section C, means individuals with a full time appointment at the time of the School Assembly meeting.

Annual membership on the standing Committees of the School Assembly is determined by a vote at the spring meeting of the School Assembly. In advance of that meeting, a committee of the previous year's Committee chairs recommends a slate of nominees for membership on the standing Committees for the next academic year.

### **VI. Amendments to the Bylaws**

These bylaws may be amended at any meeting of the School Assembly provided that the proposed amendment has been distributed to the members of the Assembly at least ten (10) calendar days prior to the meeting.