

Policy and Procedure Arizona State University		Number SWK 101
Manual Social Work	Section Faculty Council/Governance	Page 1 of 4
Subject By-Laws	Effective 8/20/90	Revised 3/24/06

ARTICLE I - Name

The faculty governance organization of the School of Social Work will be named the Faculty Council.

ARTICLE II - Purpose

The purpose of the Faculty Council is to provide an organizational vehicle for the faculty to share the responsibilities and obligations of governance and administration of the University, as provided for in the Conditions of Faculty Service (ACD 501).

ARTICLE III - Membership

- Section 1. All full-time faculty, tenured or on tenure-track contracts, and all full-time academic professionals on probationary or continuing contracts shall constitute the voting members of the Faculty Council.
- Section 2. At the first Faculty Council meeting of each academic year, the voting members of the Faculty Council, as defined in Section 1, may extend, for the academic year, by vote of a two-thirds majority, full membership privileges to full-time personnel who are employed primarily in 50% teaching related functions. These members cannot participate in matters related to personnel as per university guidelines.

ARTICLE IV - Duties of the Director

- Section 1. The Director shall prepare the agenda for all meetings of the Faculty Council and preside over these meetings.
- Section 2. The Office of the Director shall be responsible for: notifying all members in advance of each meeting; keeping and disseminating the minutes of each meeting; and such other duties which the Faculty Council shall, through proper and due process, assign.

Policy and Procedure Arizona State University		Number SWK 101
Manual Social Work	Section Faculty Council/Governance	Page 2 of 4
Subject By-Laws	Effective 8/20/90	Revised 3/24/06

Section 3. The Director shall call special Faculty meetings according to the conditions specified in Article V, Section 3.

Section 4. In the absence of the Director, a temporary chair will be secured by the Director prior to the Faculty Council meeting.

ARTICLE V - Meetings

Section 1. The regular Faculty Council meetings shall be held monthly beginning in September and ending in May.

Section 2. The Faculty Council shall meet for its annual retreat no earlier than August 15 and no later than August 25 of each year.

Section 3. Special meetings shall be held at any time upon the call of the Director and must be called by the Director on receipt of a written request by at least one-third of the faculty.

Section 4. Notice of the time, place, and purpose of every regular meeting shall be given to each member of the faculty by the Director at least five working days before the meeting. Notification will be made in writing.

Section 5. The presence of a simple majority of the Faculty Council shall constitute a quorum.

Section 6. The agenda of the meeting will be divided into six major sections: (1) Minutes of the previous meeting; (2) Director's Report; (3) Action Items/Old Business; (4) Committee Reports; (5) New Business and (6) Informational Items.

Section 7. Action items must be introduced at the previous meeting of the Faculty Council under new business unless the Faculty Council is willing to suspend the rules and allow the item to be acted upon.

Section 8. Any action may be taken by a simple majority vote of the members at a meeting at which a quorum is present.

Section 9. All faculty members are expected to attend all Faculty Council meetings as part of their duties.

Policy and Procedure Arizona State University		Number SWK 101
Manual Social Work	Section Faculty Council/Governance	Page 3 of 4
Subject By-Laws	Effective 8/20/90	Revised 3/24/06

ARTICLE VI – Executive Council

The Executive Council shall consist of elected 6 full-time faculty members - two full professors, two associate professors, one assistant professor and one academic professional. The Director shall serve on the committee ex officio. Nominations of committee members shall be made within ranks. The candidates for each position shall be voted upon by the members of the Faculty Council. The chair shall be a senior faculty member elected by the committee members. Members shall serve two-year staggered terms, with the exception of assistant professors who shall serve one year terms. Elections shall be held in the spring semester of each year. The Executive Council is advisory to the Director and shall meet biweekly. The final meeting of each year shall consist of all current, outgoing, and newly elected incoming members.

ARTICLE VII - Committees

Section 1. Committee work in the School of Social Work shall be carried out by the following types of committees:

- a. Standing Committees:
 - 1) Committee on Academic and Professional Standards (SWK 104-01)
 - 2) Personnel Committees (SWK 104-02)
 - a) Promotion and Tenure Review Committee
 - b) Annual Performance Evaluation Committee
 - 3) Curriculum and Academic Program Review Committee (SWK 104-03)
 - 4) Grievance Committee
 - 5) Nominating Committee
 - 6) Populations of the Southwest Faculty and Student Recruitment and Retention Committee (SWK 106)
- b. Program Committees:
 - 1) BSW Committee
 - 2) MSW-Foundation Committee
 - 3) MSW-Planning, Administration, and Community Concentration Committee
 - 4) MSW-Direct Practice Concentration Committee
 - 5) Ph.D. Committee
- c. Ad Hoc Committees

Policy and Procedure Arizona State University		Number SWK 101
Manual Social Work	Section Faculty Council/Governance	Page 4 of 4
Subject By-Laws	Effective 8/20/90	Revised 3/24/06

Section 2. The Faculty Council shall elect in March a Nominating Committee to develop slates of candidates for standing committees to be elected in April with terms to commence the following academic year. Committee memberships and responsibilities shall be in conformance with the policies contained in the School of Social Work Manual of Policies and Procedures.

Section 3. All School committees shall report to the Faculty monthly during the academic year. All School representatives to University Committees shall report to the Faculty at least once per semester. Reports shall be made by distribution of minutes and other relevant documents to all faculty members.

Section 4. All Ad Hoc committees shall be established by vote of the Faculty Council. Membership of Ad Hoc Committees shall be set by the Faculty.

ARTICLE VIII – Procedure for Amending By-Laws

Section 1. The By-laws may be altered, amended or repealed and new By-laws may be adopted by a two-thirds majority of the Faculty Council present at any meeting, at which there is a quorum.

Section 2. Any member wishing to propose alteration, amendment, or adoption of by-laws must provide at least one month's written notice prior to the meeting at which such changes will be considered.

ARTICLE IX – Parliamentary Authority

Section 1. The Faculty Council meetings shall be guided by Robert's Rules of Order.

It is the intent of the School of Social Work to adhere to ASU policies as given in the Academic Affairs Policies and Procedures (ACD) Manual, the University and College of Public Programs constitution and bylaws, and the policies of the Arizona Board of Regents (ABOR). If any policy of these bylaws is in conflict with these policies, the latter policies will take precedence.