

**UNIVERSITY OF WASHINGTON TACOMA
SCHOOL OF SOCIAL WORK AND CRIMINAL JUSTICE
Bylaws**

In order to exercise the powers granted under the *Faculty Code*, Section 23-43, and to advise the Dean or Chancellor as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the School of Social Work and Criminal Justice establishes herewith, under the *Faculty Code*, Section 23-45A, its organization and rules of procedure so written in the spirit of collaboration, shared leadership and shared responsibility.

**ARTICLE I
PURPOSE AND FUNCTION**

Section 1. The purpose of the School of Social Work and Criminal Justice will be to provide programs for professional social work degrees (BASW and MSW) and criminal justice degree (BA and minor) within the larger context of the University of Washington, whose mission is defined in RCW 28B.20.020. The University of Washington Tacoma social work degree programs share accreditation with the University of Washington Seattle, School of Social Work.

Section 2. The faculty of the School of Social Work and Criminal Justice, University of Washington Tacoma is the School's governing body, under the *Faculty Code*, Section 23-41.

Section 3. Pursuant to Section 23-43 of the *Faculty Code*, the faculty of the School of Social Work and Criminal Justice

- A. will, with respect to academic matters,
 - 1. determine its requirements for admission and graduation;
 - 2. determine its curriculum and academic programs;
 - 3. determine the scholastic standards required of its students;
 - 4. recommend to the Board of Regents those of its students who qualify for the University degrees;
 - 5. exercise the additional powers necessary to provide adequate instruction and supervision of its students;
- B. will, with respect to personnel matters, make recommendations to its Chancellor and Dean in accord with provisions of Chapter 24 and of Chapter 25, Section 25-41.

**ARTICLE II
VOTING MEMBERSHIP**

Members of the School of Social Work and Criminal Justice faculty who are voting members of the University faculty will be voting members of the School faculty, in accordance with the *Faculty Code*, Section 21-32.

ARTICLE III
SCHOOL OVERSIGHT AND MANAGING BODIES

Section 1. School's Leadership Team

Section A. Responsibilities

The School's Leadership Team will collaborate with the Dean, in the spirit of shared leadership and shared responsibility, to ensure adherence to all aspects of faculty rights and responsibilities as outlined in the University of Washington Faculty Code. Additionally, the School's Leadership Team will focus upon maintaining the well-being of the School and all of its members, including students, staff, faculty, Advisory Board and Student Advisory Council representatives, and all other community members. To these ends, the School's Leadership Team will meet regularly.

Section B. Membership

The School's Leadership Team consists of the Dean of the School of Social Work and Criminal Justice, the Criminal Justice Division and Program Chair, the Social Work Division and BASW Program Chair, the MSW Program Chair/Graduate Program Coordinator, and the School's Administrator. The Program Chair role is an administrative position appointed by the Dean. Recommendations to the Dean for a Program Chair appointment will be made by faculty in their respective divisions, by self or other nomination. While Program Chairs serve on renewable 1-year contracts, incoming Program Chairs are generally asked to make a 3-year commitment to the role. Program Chairs may serve a maximum term of six consecutive years. To allow for continuity in the School Leadership Team, efforts will be made to stagger the term start-dates of the Program Chair positions. Program Chairs will be allocated a release from other teaching and service duties that is equivalent to .5 FTE per academic year. In addition to their 9-month appointment, Program Chairs will also receive a stipend (no less than \$5500) for each summer of their term. The expectation is to maintain availability throughout the summer months to address time-sensitive needs related to their specific academic program area.

Section C. Division and Program Chairs

All Division and Program Chairs noted above share a common set of responsibilities as specified in their position descriptions approved by the School of Social Work and Criminal Justice faculty. These include (1) service on the School's Leadership Team, (2) curriculum oversight, (3) course scheduling, (4) engagement as appropriate with the SSWCJ Advisory Board, and (5) collaboration with School and campus staff, as well as University and campus administrative bodies as needed. The Social Work Division and BASW Program Chair and the MSW Program Chair/Graduate Program Coordinator will maintain ties with the University of Washington Seattle School of Social Work program committees and participate in reaccreditation processes as needed. The MSW Program Chair/Graduate Program Coordinator will fulfill the requirements of the University of Washington's Graduate School as applied to the MSW degree program.

Section 2. Faculty Council

Section A. Responsibilities

The Faculty Council will be elected to advise the Dean on day-to-day and long-term policy issues with respect to School governance, budget, and community relations. It also advises the Dean on goals and long-range plans for the School and monitors progress in attaining them. The Faculty

Council shares leadership in interpreting and recommending policy both to the faculty and to the Dean. The approval and acceptance of faculty policy, however, remains a task performed by the total faculty in accordance with their voting procedures.

In an advisory capacity, the Faculty Council will be concerned with all domains of faculty authority and duties of the School of Social Work and Criminal Justice faculty and professional issues affecting faculty, staff, and students including School climate, scholastic standards, and curriculum needs, with an eye toward coordinating among degree programs (CJ, BASW, and MSW) and advancing their social justice focus in alignment with each respective degree program's curricular vision. Further, the Faculty Council may advise the School's Leadership team on teaching assignments as they relate to maintaining the integrity of the curriculum and possible impact upon full-time faculty.

The Faculty Council is directly accountable to the faculty of the Social Work and Criminal Justice Divisions (Criminal Justice and Social Work) from which it is elected. It will account to the faculty for its advisory acts. Further, this body will review the Faculty Activity Reporting form and process annually, and advise the School's Leadership Team on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets per *Faculty Code*, Section 23-45C. Upon request by the Faculty Council, the Dean will provide the Council with information concerning salaries, teaching schedules, salary and operations, budget requests, appropriations, allotments, disbursements, and similar data pertaining to the School (*Faculty Code*, Section 23-46H).

Section B. Membership

The School of Social Work and Criminal Justice Faculty Council will be comprised of the Dean of the SSWCJ, the Criminal Justice Division and Program Chair, the Social Work Division and BASW Program Chair, and an equal number of faculty members elected from each division. Each division will elect a minimum of two and a maximum of four members to serve on the SSWCJ Faculty Council each year. Although the number of representatives can vary from year to year, equal representation from each Division is always required. Diversity of faculty ranks and responsibilities should be considered in election to serve on the Council. The at-large members will serve as voting members of the Council, while the Dean of the SSWCJ, the Social Work Division and BASW Program Chair, and the Criminal Justice Division and Program Chair will serve in a non-voting, ex-officio capacity. At-large faculty council members will serve for two years, beginning September 16 of each year, with staggered rotation terms of office. Any member may serve two consecutive terms and may be re-elected after sitting out for one two-year term.

Section C. Chairperson

One of the six at-large members will serve as Chairperson of the Faculty Council and will be elected each year by the voting members of the Council. The Chairperson will serve a term of one year. The term is renewable as long as the Chairperson is an elected member of the Faculty Council.

Section D. Operating Principles

The Faculty Council will operate under the following principles:

- 1) Meetings are typically held monthly during the academic year and will be announced in advance. Special meetings may be held at the request of the Dean or three members of

- the Council.
- 2) The Chairperson of the Faculty Council will, together with the committee and faculty, set the agenda for Council meetings.
 - 3) All meetings of the Faculty Council, except when in Executive session, are open to members of the voting faculty.
 - 4) Advisory actions of the Faculty Council are effective if passed by a quorum majority of its voting members.
 - 5) Any member of the faculty (including part-time lecturers), field instructors, staff, student body or alumni/alumnae may present to the Faculty Council any matter which they may regard as meriting consideration by presenting to a Council member prior to the meeting. Items for discussion at the Faculty Council may be added as time allows and for the good of the order. Guests may be invited to the Faculty Council to make reports, provide information, or observe the meeting at the discretion of the Chair.
 - 6) Minutes will be taken and provided to the voting faculty and staff with the exception of Executive sessions. A member of the Council may move the body go into Executive session when information is otherwise confidential or private or the public discussion of information which may cause harm to the School, University or individuals is likely to be discussed. Deliberations taking place while in Executive session are confidential and members present are honor-bound not to divulge anything that occurred.

ARTICLE IV FACULTY BODIES, FACULTY RESPONSIBILITIES, AND STANDING COMMITTEES

Section 1. Criminal Justice Division

Section A. Responsibilities

The Criminal Justice (CJ) Division's responsibilities will be to formulate policy and to plan and oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination, on-going curriculum review, curriculum development (including proposals for new courses, new academic programs, minors, revised courses, independent studies, and any certificate programs), planning for assessment of student learning outcomes and program goals, and recommending scholastic standards including admission and campus graduation requirements will be the responsibility of the Division members in collaboration with the Dean. Adequate time must be provided to discuss student issues of concern in Executive session.

Section B. Membership

School of Social Work and Criminal Justice Faculty whose appointment is to the Criminal Justice degree program will be members of the Criminal Justice Division. The CJ Division will be composed of all voting faculty members, a designated staff member (ex-officio, without vote) and the CJ advisers as available (ex-officio, without vote). Faculty membership will be in perpetuity until such time that the CJ faculty grows to a number, as determined by the CJ faculty, which necessitates representation and/or the formation of sub-committees rather than full membership. At that point, terms of service would be designated.

Section C. Division and Program Chair

The CJ Division and Program Chair will be recommended to the Dean by the faculty serving in

the Division. A Chair can serve two consecutive 3-year terms and is eligible to serve again after a 3-year break. The specific duties and responsibilities of the Division and Program Chair are outlined in Article 3 Section 1C.

Section D. Operating Principles

The Criminal Justice Division will operate under the following principles:

- 1) Meetings are typically held monthly during the academic year. Subcommittee meetings may be held as determined by the Division members, and meetings may be cancelled when appropriate.
- 2) The CJ Division and Program Chair will work with Division members to organize and fulfill the responsibilities of the Division as noted above in Article 3 Section 1C.
- 3) Minutes will be taken and posted by a staff member.

Section 2. Social Work Division

Section A. Responsibilities

The Social Work (SW) Division's responsibilities will be to formulate policy and to plan and oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination, on-going curriculum review, curriculum development (including proposals for new courses, new academic programs, minors, revised courses, independent studies, and any certificate programs), ongoing assessment of student learning as mandated by the Council on Social Work Education's accreditation standards, and recommending scholastic standards including admission and campus graduation requirements will be the responsibility of the Division members in collaboration with the SW Division and Program (BASW, MSW) Chairs. Adequate time must be provided to discuss in Executive session student issues of concern as well as field readiness. Members of the SW Division will determine who will assume the roles of UWT representation on UW Seattle School of Social Work committees.

Section B. Membership

School of Social Work and Criminal Justice faculty whose appointment is to the Social Work degree programs will be members of the Social Work Division. The SW Division will be composed of all voting faculty members, a designated staff member (ex-officio, without vote), the SW advisers as available (ex-officio, without vote), and one ex-officio representative of the Child Welfare Training and Advancement Program (CWTAP, without vote). Faculty membership will be in perpetuity until such time that the SW faculty grows to a number, as determined by the SW faculty, which necessitates representation and/or the formation of sub-committees rather than full membership. At that point, terms of service would be designated.

Section C. Division and Program Chairs

Division and Program Chairs will be recommended to the Dean by the faculty serving in the Division. Chairs can serve two consecutive 3-year terms and are eligible to serve again after a 3-year break. The specific duties and responsibilities of the chair are outlined in Article 3 Section 1C.

Section D. Operating Principles

The Social Work Division will operate under the following principles:

- 1) Meetings are typically held monthly during the academic

year. Subcommittee meetings may be held as determined by the Division members, and meetings may be cancelled when appropriate.

- 2) The SW Division and Program Chairs will work with Division members to organize and fulfill the responsibilities of the Division as noted above in Article 3 Section 1c.
- 3) Minutes will be taken and posted by a staff member.

Section 3. Professional Standards Committee (PSC)

Section A. Responsibilities

The role of the PSC will be to address concerns that cannot be resolved by those directly involved in the situation. The PSC determines corrective action and issues sanctions, including up to dismissal from the degree program. This is an internal School committee for criminal justice, social welfare, and social work students. Other University procedures will be used when appropriate. In some cases, it may be in the best interest of the social work and criminal justice professions, as well as in the best interest of the student(s), to help students realize that their interest and/or abilities seem most appropriate for another profession or program of study.

Section B. Membership

The PSC will consist of two co-chairs, the Graduate Program Coordinator (GPC), the Child Welfare Training and Advancement Program (CWTAP) Director, the person who referred the student to the PSC, and either the student's Faculty Adviser or a faculty advocate chosen by the student (if desired).

Section C. Co-chairs

Two faculty members will co-chair the PSC, one from the Criminal Justice (CJ) faculty and one from the Social Work (SW) faculty. If the review involves a CJ student, the meeting will be chaired by the CJ co-chair of the PSC. If the review involves a SW student, the meeting will be chaired by the SW co-chair.

Section D. Operating Principles

The PSC will operate under the following principles:

- 1) If the conflict occurs with the co-chair of the PSC, that individual will excuse him/herself from the facilitative role of the PSC and engage as a participant. The Dean of the School of Social Work and Criminal Justice will select a replacement co-chair if the conflict occurs with a current co-chair of the PSC.
- 2) The co-chair will review the request to convene, notify the student of the referral, required attendance at the meeting, and the PSC process.
- 3) The co-chair will schedule the date/time for the meeting as soon as possible after receipt of the request to convene, notify all parties involved, and make any other necessary arrangements for the meeting.
- 4) The co-chair will facilitate the meeting by explaining the purpose of the committee and the protocol to be followed according to the steps approved by the voting faculty.

Section 4. Equity and Inclusion Committee

Section A. Responsibilities

The Equity and Inclusion Committee of the School of Social Work and Criminal Justice (SSWCJ) is charged with creating a menu of recommendations and action items to be brought forward to the larger SSWCJ staff and faculty for consideration, feedback and potential implementation. These recommendations should foster progress toward larger equity and inclusion-related programmatic objectives with respect to underrepresented, marginalized, or system-impacted students, staff, faculty, and community partners based on race, age, color, ethnicity, gender, sexual orientation, gender identity, gender expression, religion, national origin, migratory status, abilities, former incarceration status, veteran status, and socioeconomic background.* These programmatic objectives include to:

- Reduce bias and increase inclusion and support in the on-going recruitment, hiring/admission, and retention processes for staff, faculty, and students at all full time and part-time ranks and degree programs.
- Make student, staff, and faculty work related to equity, inclusion, and social justice work more visible, supported, and explicitly rewarded.
- Address systematic bias and create clearer mechanisms for surfacing and addressing bias in whatever form it may take for students, staff, faculty, and community partners, resulting in an equitable and inclusive climate.
- Proactively cultivate a program climate characterized by cultural humility, and actively support diversity and equity in all of its dimensions.
- Review policies emanating from the SSWCJ for their equity and inclusion implications, with an eye toward continuous quality improvement with respect to equity and inclusion goals

* Language adapted from the Virginia Commonwealth University 2017–2022 Diversity and Inclusion Strategic Action Plan and Report to the University (p.8)

ARTICLE V CAMPUS REPRESENTATION

Campus representation on standing committees will be determined according to the guidelines of the Faculty Assembly or according to the policy of the specific committee.

ARTICLE VI VACANCY IN OFFICE

Definition:

A vacancy in either elected office or committee membership can occur through such processes as resignation, termination of employment, or repeated failure to attend meetings of any committee without advanced notification.

Filling Vacancies:

If a vacancy should occur during the term of any office, the Faculty Council will be empowered to hold a special election to complete the unexpired term or to provide for an election to a new

term of office for that position.

ARTICLE VII FACULTY/SCHOOL MEETINGS

Section 1. Meetings

At least one meeting of the voting faculty, including staff, will be typically held each quarter of the academic year. The Dean will chair the School meetings. A calendar of meeting dates will be established and published prior to the beginning of each academic year by the School Dean.

Special meetings will be held when called by the Chair of the Faculty Council, the Criminal Justice Division and Program Chair, the Social Work Division and BASW Program Chair, the MSW Program Chair/Graduate Program Coordinator, the co-chairs of the Professional Standards Committee, and/or the School Dean.

Section 2. Order of Business

The Dean, with input from CJ and SW Division and Program Chairs, will determine the order of business.

Section 3. Agenda

The agenda will be developed by the Dean from input received from administrative officials, CJ and SW Division and Program Chairs, individual faculty members, and staff. A copy of the agenda will be distributed to faculty and staff prior to each meeting.

ARTICLE VIII VOTING AND QUORUM

A proposed action of the School of Social Work and Criminal Justice faculty under the authority of the *Faculty Code*, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members. In the event of a tie, additional discussion should occur, and a re-vote taken. A quorum majority threshold must be met for a motion to pass so any proposed actions ultimately resulting in a tie vote will fail to pass.

For voting in a meeting, voting may occur orally, by show of hands, or by ballot. Should a quorum (50% of eligible voting faculty) not be present, an electronic ballot will be scheduled by the Dean or their designee within one business day of the conclusion of the meeting. This ballot will be available for at least one calendar week, unless an immediate vote is needed under emergency circumstances, and provide the necessary information for an informed vote.

Should an electronic ballot be used, whether or not the vote is preceded by a meeting, actions will be approved by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots. This ballot will be available for at least one calendar week, unless an immediate vote is needed under emergency circumstances, and provide the necessary information for an informed vote.

When requested by one or more voting members of the faculty, the vote will be by secret ballot, unless prohibited by the Open Public Meetings Act.

Voting procedures for Faculty Council and both Divisions will be determined by the members of the respective Divisions, including for curricular and hiring decisions. Issues that need full faculty vote must be raised in full School faculty meetings. A conversation and advisory vote will be held for hiring new faculty and curricular decisions in each respective Division prior to the full faculty vote, unless an immediate vote is needed under emergency circumstances.

ARTICLE IX PARLIMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised will be the parliamentary authority when needed. The rules contained in the School of Social Work and Criminal Justice Bylaws will govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

ARTICLE X AMENDMENTS

Any member of the voting faculty of the School of Social Work and Criminal Justice may propose amendments to these bylaws and policies by petition to the Chair of Faculty Council. The Chair shall refer the proposal for consideration by the Faculty Council and the voting faculty.

These bylaws will be reviewed by the Faculty Council on a yearly basis and may be amended as needed by a majority of the voting faculty.

Reviewed and approved by the UW Tacoma Social Work Program Faculty: June 5, 2014.

Revised and approved by the Social Work and Criminal Justice Program Faculty: January 8, 2016.

Revised and approved by the Social Work and Criminal Justice Program Faculty: May 6, 2016.

Revised and approved by the Social Work and Criminal Justice Program Faculty: December 1, 2017.

Revised and approved by the Social Work and Criminal Justice Program Faculty: May 31, 2019. To be effective July 1, 2019.

Revised and approved by the School of Social Work and Criminal Justice Faculty: June 18, 2020. To be effective July 1, 2020.

Revised and approved by the School of Social Work and Criminal Justice Faculty: June 14, 2021. To be effective July 1, 2021.

Revised and approved by the School of Social Work and Criminal Justice Faculty: June 9, 2022. To be effective July 1, 2022.