

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

To exercise the powers granted under the *Faculty Code*, Section [23-43](#), and to advise the Dean 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 governance, and in accordance with the [School's Vision, Mission, and Guiding Values](#).

ARTICLE I
PURPOSE AND FUNCTION

Section 1. The purpose of the School of Social Work and Criminal Justice (SSWCJ or "School" within this document) is 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; and,
 - 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 Dean in accord with Faculty Code provisions of [Chapter 24](#) and of Chapter 25, Section [25-41](#);

- C. will, complete this purpose and function in accordance with the [School's Vision, Mission, Guiding Values, and Priorities](#).

ARTICLE II VOTING MEMBERSHIP

Members of the School of Social Work and Criminal Justice 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 ADMINISTRATIVE, MANAGING, & OVERSIGHT

Section 1. Leadership Team

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 sustainability and functioning of the School and all of its members, including students, staff, faculty, and all other community members or groups. To these ends, the School's Leadership Team will meet regularly.

B. Membership

The School's Leadership Team consists of the Dean of the School of Social Work and Criminal Justice, the Criminal Justice Program Chair, the Social Work BASW Program Chair, the MSW Program Chair/Graduate Program Coordinator, Social Work Field Director, CWTAP Director, Criminal Justice Internship Coordinator, and Director of Academic Services, Finance & Operations.

Section 2. Program Chairs

The Program Chair role is an administrative position appointed by the Dean. Recommendations to the Dean for a Program Chair will be made by faculty in their respective programs, by self, faculty, or the Dean. Program Chairs serve a renewable 3-year commitment to the role. The Dean or Program Chair may modify the length of service but it is expected that at least a 30-day notice is given prior to termination of the contract. 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 3-4 course releases from teaching duties. There are expected service roles for Chairs, such as ex-officio appointments, but efforts are made to reduce service duties beyond these. During the academic year, Program Chairs will receive course releases and monetary compensation (Administrative Supplement [ADS]). In addition to their 9-month appointment, Program Chairs will also receive compensation (ADS or course release) 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 and attend summer Leadership Team meetings.

Program Chairs management duties include but are not limited to:

1. service on program committees and Leadership Team,
2. curriculum oversight,
3. admissions and enrollment management,
4. faculty teaching workload and course management,
5. engagement and collaboration with School and University of Washington Tacoma campus staff, committees, and
6. management of special program events.

The Social Work 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 3. Faculty Council

A. Responsibilities

The Faculty Council will be elected, according to the decision-making procedures in the operating principles (which can be found in the SSWCJ Handbook) to:

1. advise the Dean on day-to-day and long-term policy issues with respect to School governance, budget, community relations, and on goals and long-range plans for the School;
2. be directly accountable to the School of Social Work and Criminal Justice faculty for its advisory acts.

The Faculty Council will advise on all domains of SSWCJ faculty authority, duties, and professional issues affecting faculty, staff, and students, as it relates to the [School's Vision, Mission, Guiding Values, and Priorities](#), including:

1. Scholarship standards;

2. Curriculum needs, policies, and practices related to teaching and teaching assignments;
3. Effectuate the Principles & Processes for sharing service duties necessary for SSWCJ and publish the service assignments each spring for the following academic year;
4. Interpret and recommend policy and procedures both to the faculty and to the Dean.
The approval and acceptance of faculty policy and procedures, however, remains a task performed by the total faculty in accordance with their decision-making procedures;
5. Review and revise the Faculty Activity Report form and process as needed;
6. Advise the Dean 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](#);
7. Develop and maintain a school climate consistent with the [School's Vision, Mission, Guiding Values, and Priorities](#).

B. Membership

The School of Social Work and Criminal Justice Faculty Council will be comprised of an equal number of faculty members elected from both Criminal Justice and Social Work as at-large voting members, and identified non-voting, ex-officio members. Criminal Justice and Social Work will each vote to approve a minimum of two and a maximum of four faculty members to serve on the SSWCJ Faculty Council each year. Although the number of representatives can vary from year to year, equal representation of voting members from each program is always required. Diversity of faculty ranks, tracks, and responsibilities should be considered in election to serve on the Council. 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.

The Dean of the SSWCJ, the Social Work Program and BASW Program Chair, the CWTAP Director, and the Criminal Justice Program Chair will serve in a non-voting, ex-officio capacity.

C. Chair(s)

One of the at-large members will serve as Chair of the Faculty Council and will be elected each year by the voting members of the Council. A second person can be elected as Co-Chair when desired or deemed necessary. The Chair(s) will serve a term of one year. The term is renewable as long as the Chair(s) is an elected member of the Faculty Council.

D. Operating Principles

The Faculty Council will operate under the following principles:

1. Faculty Council will meet as required to accomplish goals and tasks for the year.
Meetings will be announced in advance.

2. The Chair(s) of the Faculty Council will, together with the committee and faculty, set the agenda for Council meetings.
3. Advisory actions of the Faculty Council are effective if passed by a quorum majority of its voting members.
4. A record of the meeting items and decisions will be taken and provided to the voting faculty and staff with the exception of Executive sessions.
5. A member of the Council may move the body to go into Executive session when information is otherwise confidential or private, or when 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 AND STANDING COMMITTEES

Section 1. Criminal Justice Program

A. Responsibilities

The Criminal Justice (CJ) Program'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 Program members in consultation with the Dean. Adequate time must be provided to discuss student issues of concern in Executive session.

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 Program. The CJ Program 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.

C. Program Chair

The Program Chair role is an administrative position appointed by the Dean. Recommendations to the Dean for a Program Chair will be made by faculty in their respective programs, a recommendation made according to the decision-making procedures in the operating principles (which can be found in the SSWCJ Handbook). The specific duties and responsibilities of the Program Chair are outlined in Article III Section 2.

Section D. Operating Principles

The Criminal Justice Program will operate under the following principles:

1. Meetings are typically held monthly during the academic year. Subcommittee and ad hoc meetings may be held as determined by the Program members, and meetings may be cancelled when appropriate.
2. The CJ Program Chair will work with Program members to organize and fulfill the responsibilities of the Program as noted above in Article IV Section 1-A.
3. The meeting will be documented in writing and made available according to the operating principles (found in the SSWCJ Handbook).

Section 2. Social Work Programs

A. Responsibilities

The Social Work (SW) Program faculty'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 SW faculty members in collaboration with the SW Program (BASW, MSW) Chairs. Adequate time must be provided to discuss student issues of concern, as well as field readiness, in Executive session. The BASW Program chair and MSW Program chair will serve as UWT representatives on the UW Seattle School of Social Work undergraduate and graduate program committees, respectively. Representation on other UW Seattle School of Social Work committees will be determined by the service procedures and School need.

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 Program. The SW Program 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.

C. Program Chairs

The Program Chair role is an administrative position appointed by the Dean. Recommendations to the Dean for a Program Chair will be made by faculty in their respective programs, a recommendation made according to the decision-making procedures in the operating principles (which can be found in the SSWCJ Handbook). The specific duties and responsibilities of the chair are outlined in Article III Section 2.

D. Operating Principles

The Social Work Program 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 Program members, and meetings may be cancelled when appropriate.
2. The SW Program Chairs will work with Program members to organize and fulfill the responsibilities of the Program as noted above in Article IV Section 2-A.
3. The meeting will be documented in writing and made available according to the operating principles (found in the SSWCJ Handbook).

Section 3. Professional Standards Committee (PSC)

A. Responsibilities

The PSC responds to issues of student academic performance and professional behavior concerns, as outlined in the section “Procedures for Academic Performance and Professional Behavior Concerns” of the SSWCJ Handbook. The PSC will be activated if and when deemed applicable according to the procedures. Other University procedures may also be used when appropriate.

B. Membership

The PSC will consist of a chair and two standing members. At the PSC meeting, the student, the referring faculty member, &/or the student’s Faculty Adviser or a faculty advocate chosen by the student (if desired) may attend. Additional faculty &/or field/internship administrator from the student’s degree program will be included on the PSC or in the meeting, as deemed necessary or relevant. If a conflict of interest should arise, this will be addressed by the Dean.

C. Chair

The duties of the chair include, as well any other steps included in the procedures of the PSC:

1. Review a request to convene the PSC, notify the student of the referral, required attendance at the meeting, and the PSC process.
2. 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.
3. 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. BUILD Committee

A. Responsibilities

The BUILD Committee is a committee dedicated to advancing Belonging, Understanding, Inclusion, Leading, and Diversifying within the School of Social Work and Criminal Justice. The BUILD Committee's primary goal is to review, create, recommend and/or facilitate action items addressing equity and inclusion-related programmatic objectives, employing a social justice focus. This encompasses work related to underrepresented, marginalized, or system-impacted staff, faculty, students, and community partners which may include but is not limited to:

1. Proactively cultivating a school climate and community characterized by cultural humility which values and supports diversity, equity, inclusion, and belonging in all of its dimensions.
2. Addressing systematic and systemic bias and creating clear mechanisms for surfacing and addressing bias in whatever form it may take for staff, faculty, students, and community partners, resulting in an equitable and inclusive climate.
3. Celebrating and increasing the visibility of the unique lived experiences of SSWCJ staff, faculty, students and community partners while examining the intentionality of our work and how it impacts those we serve.
4. Increasing support and visibility of faculty, staff, and students' work related to diversity, equity, inclusion, belonging, and social justice.
5. Bringing programming, opportunities, &/or resources to SSWCJ to further the school's efforts to improve in the areas of diversity, equity, inclusion, and belonging.
6. Performing an assessment of SSWCJ faculty and staff related to experiences and concerns with issues relevant to the Responsibilities of the BUILD Committee every 2 years at minimum, to be used for informing the work of the committee.

B. Membership

The BUILD committee will consist of a chair or co-chairs, and at least 3 more standing members (faculty and staff, as is possible) at minimum to facilitate the work of this body. Members of the committee should be assigned with the goal of facilitating equitable voice across SSWCJ. The BUILD committee is open to all faculty and staff in the SSWCJ. All staff and faculty members who

wish to participate on the committee may do so as equal members, whether formerly, informally, or in an ad hoc manner, such as to assist with a specific event or task. Committee members are encouraged to serve for at least two years, staggering terms among standing members.

C. Process

All those attending a committee meeting are welcome to participate in discussions on the priorities, directions, and actions of the committee. To the extent possible, committee members and welcomed participants will strive towards building a consensus in decision-making processes. If needed, a vote can be called for by anyone participating. And all who are present are welcome to vote.

D. Co-Chairs

During the spring quarter's service assignment process leadership for the committee will be determined for the upcoming academic year. When feasible co-chairs will be selected using the process detailed in the "BUILD Committee" section of the SSWCJ Handbook. Co/chair terms should be multiple years in length. It is preferred that co-chair terms are staggered for continuity. The co/chairs will be responsible for coordinating the work of the committee, communicating with SSWCJ leadership and full school, and will participate as equal members on the committee.

E. Operating Principles

The BUILD committee will operate under the following principles:

1. Meetings are typically held monthly during the academic year. Subcommittee and ad hoc meetings may be held as determined by the committee members, and meetings may be canceled when appropriate.
2. The meeting will be documented in writing and made available according to the operating principles (found in the SSWCJ Handbook).

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

A. 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. (See the SSWCJ Handbook for further information.)

B. Filling Vacancies

If a vacancy should occur during the term of any office, the SSWCJ Faculty Council will be empowered to hold a special election or other decision-making process to complete the unexpired term or to provide for an election to a new term of office for that position.

ARTICLE VII MEETINGS

Section 1. All-School Meetings

At least one All-School meeting of the faculty and staff will be typically held each quarter of the academic year. The School 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.

A. Agenda

The School Dean will develop the agenda with input from administrative officials, the leadership team, faculty council, individual faculty members, and staff. The School Dean, with input from the leadership team and faculty council, will determine the order of business. A copy of the agenda will be distributed to faculty and staff prior to each meeting.

Section 2. Program Meetings

See Article IV, Sections 1-D and 2-D for Criminal Justice and Social Work Program Meetings.

Section 3. Special Meetings

Special meetings will be held when called by the Chair(s) of the Faculty Council, the leadership team, and/or the School Dean.

ARTICLE VIII VOTING AND QUORUM

When a formal vote is necessary, a proposed action is effective if passed by a quorum majority of the school's voting members, under the authority of the Faculty Code, Sections [23-43](#) and [23-44](#). 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.

In meetings, 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 details for an informed vote.

Should an electronic ballot be used, 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 will be the process regardless of whether the vote is preceded by a meeting or not. This ballot will be available for at least one calendar week, unless an immediate vote is needed under emergency circumstances, and provide the necessary details for an informed vote.

For faculty hiring and curricular decisions, a discussion and advisory vote will be held in the respective Program prior to the full faculty vote, unless an immediate vote is needed under emergency circumstances.

Issues that need full faculty vote must be raised in School meetings, with the exception of emergency circumstances.

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

Decision-making procedures for Faculty Council, academic Programs, and standing committees will be determined by the members of the respective group. Suggested procedures can be found in the SSWCJ Handbook.

Decisions requiring formal vote include:

- Annual merit review
- Renewal of appointments (Faculty Code, Section [24-53](#))
- Promotion (Faculty Code, Section [24-54](#))
- Tenure (Faculty Code, Section [25-41](#))
- New appointments (Faculty Code, Section [24-52](#))

- Campus- & university-level service appointments requiring election
- Bylaws changes
- Proposed actions and rules within the authority of Schools, as outlined in Faculty Code Sections [23-43](#) and [23-46](#); this includes requirements for admissions and graduation; curriculum and academic programs; scholastic standards required of students; and other powers necessary to provide adequate instruction and supervise students, or as updated in the Faculty Code.

ARTICLE IX AMENDMENTS

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

As needed these bylaws will be reviewed by the Faculty Council and may be amended by a majority of the voting faculty.

Revised and approved by the SSWCJ Faculty: July 25, 2025. Approved by the SSWCJ Dean: October 30, 2025. To be effective November 1, 2025.

Revised and approved by the SSWCJ Faculty: June 9, 2022. To be effective July 1, 2022.

Revised and approved by the SSWCJ Faculty: June 14, 2021. To be effective July 1, 2021.

Revised and approved by the SSWCJ Faculty: June 18, 2020. To be effective July 1, 2020.

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 Social Work and Criminal Justice Program Faculty: December 1, 2017.

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: January 8, 2016.

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