

*AMENDED*  
**BYLAWS OF THE FACULTY ASSOCIATION  
OF THE GRADUATE COLLEGE OF SOCIAL WORK**

**ARTICLE I - MEMBERSHIP OF THE FACULTY ASSOCIATION**

A. Regular members belonging to the faculty constituency by reason of academic appointment shall be members of the Faculty Association.

**ARTICLE II - MEETINGS**

A. Procedures

1. Regular and special meetings of the Faculty Association shall be called at the time and place designated by the Chairperson.
2. Regular meetings shall be scheduled for September, October, November, February, March and April.
3. The Faculty may call for a special meeting with one-third of the membership requesting in writing to the chairperson.
4. In the instance of a special meeting, the Chairperson must call the meeting within a week of receipt of a proper request by the Faculty Association.
5. The order of business to be followed at the regular meetings of the Faculty Association shall be established by the chairperson. Agenda items shall be submitted at least two (2) working days prior to the meeting.
6. Changes in the order of business at any Faculty Association meeting may be made by simple majority vote of the Faculty Association.
7. At a special meeting of the Faculty Association, the subject(s) for which the meeting was called shall be the only order of business.
8. Changes in policy or procedure shall be effected as follows:
  - a. Proposals involving major changes in policy or procedure shall be distributed in writing to all members of the Faculty Association at least two (2) working days in advance of the meeting at which they are to be considered.
  - b. In situations where a decision must be reached prior to the following meeting because of the necessity to take action, the vote shall be taken. The underlying policy shall be reviewed at the following regular meeting of the Faculty Association. Any change in policy implied by the emergency decision must be arrived at in the regular manner.
9. Voting members are expected to attend all Faculty Association meetings except when excused by the Chairperson.

B. Voting

1. The usual method of voting shall be by voice. At the request of any member of the Faculty Association, a vote by raised hand or by ballot shall be employed. A majority of those voting shall decide any issue unless the rules provide otherwise.
2. A ballot shall be required in elections.
3. In elections, absentee voting by members of the Faculty Association shall be permitted in advance of the election.

C. Officers

1. Chairperson

- a. The Dean of the College will be the chairperson and shall preside at meetings.
- b. In the absence of the Chairperson, his/her designated representative shall preside.
- c. It shall be the responsibility of the Dean's Office to keep the minutes of the Faculty Association meetings and to provide the copy of same in advance of the next meeting.
- d. It shall be the responsibility of the Dean's Office to send out notice of all meetings and to conduct the correspondence of the Faculty Association.
- e. The Dean's Office shall prepare and distribute the draft agenda a minimum of two (2) days prior to the meeting. The final agenda will be distributed prior to the meeting. Requests for items to be on the agenda shall be made to the Dean's office.

D. Minutes

1. The approved minutes of all Association meetings shall be prepared and preserved.
2. Approved minutes shall serve as the official record of Faculty Association meetings, and shall generally preserve decision rather than debate.
3. Minutes must be approved by Faculty Association at regular Faculty Association meetings.

### **ARTICLE III – RESPONSIBILITIES**

- A. The Faculty Association shall have responsibility for setting policy on curriculum, standards for admission on students, standards for awarding degrees, and participating in other matters that affect the educational policies of the College.
  
- B. The Faculty Association shall have responsibility for setting policy on faculty appointments, reappointments, merit, development leave, promotion and actions resulting in tenure and post-tenure reviews which shall be made with the active participation of the Faculty Association through committees and established procedures.

### **ARTICLE IV - STANDING COMMITTEES**

#### **Administrative Committees**

- 1. Faculty Retention, Tenure and Promotion Committee
  - a. This committee shall consist of five (5) tenured faculty members, three of whom shall be elected by the faculty and two appointed by the Dean. No member of the administration, including the dean, assistant or associate deans, or any individual holding an administrative appointment or title shall be eligible for membership. One of the faculty members will be elected by the faculty members of the Faculty Association to serve as Chairperson. Terms shall be for one year.
  
  - b. This committee shall:
    - 1. Generate criteria and standards for faculty tenure and promotions and recommend same to the Faculty Association;
    - 2. Present to the Dean and to the Senior Vice President for Academic Affairs recommendations with regard to faculty tenure and promotion;
    - 3. Present to the Dean a recommendation with regard to third year reviews for untenured faculty, as required by the University;
    - 4. Present to the Dean an annual assessment and recommendation with regard to continuation for tenure earning faculty during the tenure earning process.

## Administrative Committees

### 2. Search and Screen Committee

- a. To serve as the Search and Screen Committee when requested by the Dean and is chaired by a faculty member elected by the Committee. The Committee is composed of a minimum of five faculty: three tenured elected and two appointed by the dean.
- b. The Committee will be elected only when a formal search is required; the Committee will continue its work until the committee's charge is completed or the Search is suspended.
- c. The Committee in consultation with the Dean's Office will complete the University's "Request To Hire" packet.
- d. The Committee will screen all applications.
- e. The Committee will oversee the interview process.
- f. The Committee will request faculty input prior to the final assessment of the candidates.
- g. Based on the Committee's assessment, the Dean will select the final candidate(s).

### 3. Faculty Grievance Committee

- a. It shall be the policy of the Graduate College of Social Work to create and protect an academic climate in which individual freedoms and variations of opinions may be encouraged and acknowledged and in which no person may be aggrieved because of lack of regard for diverse opinions and if such freedom has been violated or an injustice has been meted out to him/her, there shall be every effort made to remedy the circumstance within the framework of governance of the College.
- b. The Faculty Grievance Committee will be elected when a formal grievance is filed.
- c. The Faculty Grievance Committee will consist of four (4) tenured faculty members and one (1) non-tenured faculty members, elected by the full-time faculty members of the College.
- d. No member of the College's administration, including the dean, or any person holding an administrative appointment shall be eligible for membership. The members of the Committee shall elect a Chairperson from among their members.
- e. Grievances related to faculty tenure, however, shall be governed by the University of Houston's Grievance Procedures in Promotion and Tenure Matters, Grievance procedures unrelated to Tenure and Promotion are included in the UH Faculty Handbook. No statement of policy or procedures shall be assumed to abridge the legal or civil rights of any members.

#### 4. M.S.W. Admissions Committee

- a. This committee shall consist of four (4) faculty members.
- b. The chairperson will be elected by the faculty members of the committee. Term shall be for one year.
- c. Each Spring, all of the faculty, after training, will be required to review a certain number of admissions folders. The Director of Recruitment and Admissions will serve as an ex-officio member of the committee.
- d. The committee will be responsible for (1) facilitating and providing oversight to the admission review process, including review of applications; (2) reviewing and developing policies and procedures related to admissions; and (3) completing third reviews and review of advanced standing applications.
- e. The committee will annually assess the School's recruitment and admission plan and procedures and provide recommendations to the Faculty Association.

#### 5. Evaluation Committee

- a. This committee shall consist of three (3) faculty members elected by the faculty and the Associate Dean for Research will serve as an ex officio member. All full-time faculty members, including members holding administrative appointments, shall be eligible for membership.
- b. The functions of the Evaluation Committee relate to a purpose of continuous improvement in GCSW and are:
  1. To evaluate whether GCSW is achieving its mission, goals, and objectives;
  2. To develop mechanism(s) for such evaluation;
  3. To obtain feedback and evaluation data from a variety of sources, and;
  4. To provide an annual report of its evaluation to the Faculty Association at its last meeting of each academic year and also to the Dean.

### **Academic Committees**

#### 1. Doctoral Curriculum Committee

- a. The doctoral committee is composed of the Director of the Doctoral Program, the Associate Dean for Research, two (2) elected doctoral degreed, tenured track full-time faculty (two year term), one elected doctoral degreed full-time faculty who teach doctoral classes (one year

term) , and one doctoral student representative selected by the Student Association.

- b. The chair of the committee will be the Director of the Doctoral program.
- c. The functions of the Doctoral Committee are.
  - 1. Formulating policies including admissions, curriculum, comprehensive exams, oral exams, and dissertation policies and recommending said policies to the Faculty Association;
  - 2. Coordinating curriculum;
  - 3. Monitoring and evaluating students' progress, which may include reading and evaluating comprehensive examinations;
  - 4. Recommending adjunct faculty for the doctoral program to the Dean's Office;
  - 5. Meeting prospective applicants as necessary;
  - 6. Making admissions decisions;
  - 7. Making recommendations regarding scholarships and other forms of financial assistance; and
  - 8. Participating in student orientation activities.

## 2. M.S.W. Curriculum Committee

- a. Committee members shall include four (4) elected full-time faculty and the Director of Field Education.
- b. The functions of the MSW Academic Affairs Committee are:
  - 1. To formulate and recommend to the Faculty association the basic organization of the MSW curriculum and its rationale, including the construction of the Foundation and Advanced curricula;
  - 2. Establish necessary ad hoc and or standing committees necessary to formulate, revise, and implement the curriculum plan;
  - 3. To examine and assess the MSW curriculum and assure educational integration and linkage throughout the MSW curriculum;
  - 4. To review proposals for new courses set forth by standing committees, ad hoc committees, or faculty and make recommendations to the Faculty Association.

## 3. Field Practicum Committee

- a. The Field Practicum Committee is composed of a Director of Field Practicum, the Associate Director of Field and one (1) elected full-time faculty (three year term), and three (3) student representatives selected by the Student Association.
- b. The Director of Field Practicum shall appoint five active field instructors to the Committee.
- c. The chairperson shall be the Director of Field Practicum.
- d. The functions of the Field Practicum Committee are:
  1. To advise the Director of Field Practicum in matters relating to field education;
  2. To formulate and recommend to the faculty Association the basic organization of the field education curriculum and its rationale;
  3. Establish necessary ad hoc subcommittees necessary to implement the curriculum plan;
  4. To examine and assess field education and assure its educational integration and linkage throughout the MSW curriculum;
  5. Advise the MSW Academic Affairs Committee on the development and evaluation of educational and administrative policies that govern the School's field education program;
  6. Collaborate with other relevant standing or ad hoc committees to ensure a close relationship between classroom and field practicum experiences.

#### **ARTICLE V - ELECTIONS**

Election of standing committee representatives to be elected by Faculty Association shall be conducted by ballot prepared annually in the appropriate semester. All tenure earning are eligible to serve on no more than one (1) standing committee until their third year review is completed. Any vacancy created in a Standing or Ad Hoc Committee will be replaced by appointment or vote. If the vacancy was originally elected then a new vote will be made; if vacancy was originally appointed by the Dean, the Dean will appoint the replacement.

#### **ARTICLE VI - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Faculty Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty Association may adopt.

#### **ARTICLE VII -AMENDMENT OF BYLAWS**

- A. The provisions of the Bylaws of the Faculty Association may be altered, amended, or repealed by a two-thirds majority of the voting membership present at a meeting of the Association.
- B. Any motion to alter, amend, or repeal any provision (s) of these Bylaws must lie from that meeting to the next faculty Association meeting and be passed by a two-thirds majority of the Faculty Association membership present at a meeting of the Association.

Adopted by GSSW Faculty on September 28, 2001

Amended by Faculty Association on October 4, 2002

Amended by Faculty Association on February 6, 2005 (doctoral committee composition)

Amended by Faculty Association on September 8, 2006 (name change)

Amended by Faculty Association motion on May 2, 2008

Amended by Faculty Association motion on November 13, 2009

Amended by Faculty Association on February 18, 2011

Amended by Faculty Association on January 20, 2012 (Evaluation committee change)

Amended by Faculty Association on March 13, 2012 (Search & Screen/Doctoral committee changes)