

(CURRENT VERSION 04.01.21 FINAL – DEAN’S COPY)

BYLAWS OF THE SCHOOL OF SOCIAL WORK  
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

**PREAMBLE**

The School of Social Work is a professional degree-granting school located within Rutgers—The State University of New Jersey. It offers doctoral, masters and baccalaureate degree programs as well as programs in professional development, community services, and research. The School maintains programs on all three Rutgers University campuses – Newark, New Brunswick and Camden – as well as offering courses and workshops off campus across the state of New Jersey. In cooperation with the Graduate School New Brunswick, the School offers a Doctor of Philosophy in Social Work degree (Ph.D.) in cooperation with the Graduate School New Brunswick, a Doctorate in Social Work Degree (D.S.W.) and Masters of Social Work (M.S.W.) degree. A Bachelor of Arts degree (B.A.) with a major in social work is offered on the New Brunswick and Camden campuses in conjunction with School of Arts and Sciences in New Brunswick and the Faculty of Arts and Sciences in Camden. **The School of Social Work is established both through regulations of Rutgers University and statutes of the New Jersey legislature.**<sup>1</sup>

**Article 1**

1.1 Purpose

These Bylaws have been adopted by the Faculty of the School of Social Work. They are intended to govern the affairs of the School in accordance with the Regulations governing Rutgers University. In the event of any inconsistency or conflict between these Bylaws and the regulations governing Rutgers University, University regulations shall prevail. Where necessary for the continued operations of the School, the Rules of Procedure Committee of the School of Social Work shall provide temporary rules while final rules are being drafted and considered.

**Article 2**

Dean of the School

2.1 Selection of the Dean

The Dean is the academic leader and chief administrative officer of the School of Social Work. The Dean is appointed by the Board of Governors, upon recommendation of the President. The President normally shall appoint a search committee and consult, either directly or through a designee, with faculty in

formulating a recommendation.

## 2.2 Duties of the Dean

The Dean is charged with the supervision of the administration of the School to ensure that such administration is carried out in accordance with the policies of the University. The Dean shall provide overall direction to the School and shall lead the faculty and staff in the creation and implementation of effective programs of instruction, research, service and student life.

In the execution of these responsibilities, the Dean shall review the academic programs and the student life program of the School and shall develop with the advice of appropriate officers the overall asking and working budgets for the School. See University Regulation 1.2.3.

Specifically, the Dean shall:

- Provide overall direction for the faculty for the planning, creation, and implementation of effective programs of instruction, research, service, and student life;
- Provide leadership to the faculty in carrying out its responsibilities;
- Take responsibility for fiscal planning and administration of the School's budget in consultation with appropriate University officers;
- Supervise the personnel of the School, including but not limited to those charged with faculty workload implementation, course scheduling and monitoring, and maintenance of personnel and fiscal records necessary for the proper exercise of these responsibilities and in fulfillment of contractual obligations;
- Recommend faculty appointments, reappointments, and promotions in accordance with University Regulations;
- Coordinate the academic activities and student life of the School with other deans of the University;
- Ensure that the academic decisions of the faculty and the School's officers are carried out within the limitations of the School's fiscal restraints, the University regulations, policies and procedures, and that all members of the School Community adhere to the Regulations of the University;
- Appoint chairs of committees;
- Appoint and define the duties and responsibilities of the Associate and Assistant Deans, Directors of the DSW, Doctoral and Master's Programs, Field Education personnel, and other staff of the School; and,
- Serve as an ex officio voting member of all committees within the School.

## Article 3

### Faculty

#### 3.1 Definitions and Membership

Except as further qualified below, the general term “**faculty**” shall include all of the following academic personnel currently employed or to be employed by Rutgers:

(a) All full-time faculty members with the rank of Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, research associate and adjunct faculty who are engaged in instruction, research, or other academic service; and

(b) Full-time faculty members who are engaged in instruction and/or research for fifty percent or more of their time during the academic year and who hold the title of associate dean, assistant dean, assistant to dean or academic director.

Tenure-track and non-tenure-track faculty at the rank of Assistant Professor or above are Voting Faculty; Instructors/Research Associates with greater than three (3) years of service are Voting Faculty.

Other officers and School personnel may be invited to faculty meetings and may take part in the discussion but shall not vote.

#### 3.2 Faculty Duties and Powers

- The faculty shall have jurisdiction over academic matters in the School, including: Determining any additional requirements for admission that are deemed necessary for entrance into the School;
- Setting up the requisite curricula for academic work and providing for the sequence of courses;
- Adopting additional regulations regarding attendance, administration of examinations, grading, scholastic standing and honors in course, and other appropriate matters;
- Determining specific requirements for degrees in keeping with established University standards;
- Recommending for degrees through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees;
- Adopting regulations governing faculty procedures, consistent with University Regulations and with the policies of the Board of Governors and

- the University;
- Proposing through the Senate and the President amendments to University Regulations to be adopted by the Board of Governors. See generally University Policy 50.1.10.

## **Article 4**

### Meetings of the Faculty

#### 4.1 Regular Meetings

Faculty meetings shall be presided over by the Dean, or in the absence of the Dean, by the Dean's designee. Faculty meetings shall be scheduled and announced by the Dean during the first week of the academic year. Meetings may be canceled by the Dean, but the faculty shall meet at least once a semester.

#### 4.2 Special Meetings

Special meetings may be held at the request of the President or of the Dean. The Dean shall call a special meeting of the faculty on the written request of twenty-five percent (25%) of its members. Unless there is an emergency, special meetings shall not be convened less than seven (7) days after the call for a special meeting has been received by the Dean. Resolutions shall be transmitted by those proposing to make them to the Dean and faculty members in advance of any such meeting. The agenda and discussion of the faculty shall be limited to such resolutions.

#### 4.3 Presiding Officer and Rules of Order

The Dean of the School shall chair the meetings of the Faculty. In the absence of the Dean, the Associate Dean or other designate of the Dean shall preside. Following elections, the Dean shall appoint the Chair of the Rules of Procedure Committee, who will serve as the Parliamentarian for the School and provide parliamentary advice and rule on all parliamentary questions. Roberts Rules of Order, in the latest edition, shall govern faculty meetings except as modified by these Bylaws. The agenda for regular meetings shall be prepared and circulated at least two days prior to those meetings. Agendas of faculty meetings may be modified at a faculty meeting as provided in Roberts Rules of Order.

#### 4.4 Minutes

The Department Administrator/Assistant to the Dean is responsible for taking minutes at these meetings. If they are unavailable, the Dean will appoint a faculty member to take the minutes in their place. All minutes will conform to a standardized format,

provided by the Dean. Where possible, minutes of a faculty meeting shall be distributed at least (2) two business days prior to the next faculty meeting. The Office of the Dean shall create and maintain an electronic repository of past agendas and meeting minutes, accessible to all faculty.

#### 4.5 Quorum and Voting Procedures

All resolutions and motions which shall commit faculty to any policy position must be submitted to the Dean in sufficient time so that a copy can be sent to all faculty at least two (2) business days prior to any meeting where such resolutions and motions shall be considered. A quorum shall consist of *both* a simple majority (one-half plus one) of the tenure track faculty and a simple majority (one-half plus one) of the non-tenure-track faculty not on academic or other leave. The Dean shall compute and announce the required number for a quorum in *each* group of the voting faculty (both tenure-track and non-tenure-track) at the first faculty meeting of each semester.

Motions or resolutions which have not been circulated to faculty in accordance with this requirement may only be made and debated at a regular faculty meeting if two-thirds (2/3) of *both* the tenure-track faculty and two-thirds (2/3) of the non-tenure-track faculty concur, and will require a two-thirds (2/3) majority of *each group* of the voting faculty for adoption. Any member of the faculty may call for a secret ballot or online voting on any motion or resolution, and such call must be honored.

### **Article 5**

#### **Standing Committees**

5.1 Standing committees are those committees that remain in existence despite periodic change in membership; they are designated by University regulations and/or by the faculty with the advice of the Rules of Procedure Committee. Standing committees do not make final decisions; rather they formulate recommendations to the Faculty (or in the case of the Doctoral Executive Committee to the Doctoral Faculty) and/or the Dean.

The Faculty shall have the following standing committees: Committee of Review; Advisory Committee on Appointments and Promotions; Distinguished Professor Peer Review Committee; Dean's Advisory Committee; Rules of Procedure Committee; Committee on Admissions Policies; Ph.D. Program Executive Committee; DSW Program Executive Committee; MSW Curriculum Committee; BASW Curriculum Committee; Committee on Student Learning, Assessment, and Outcome Evaluation;

Research Advisory Committee, and the Inclusion, Intersectionality, Diversity, Equity, and Advancement (IIDEA) committees. Nominations and elections shall be supervised by the Rules of Procedure Committee, and shall be by secret ballot unless the faculty indicates otherwise. All ballots and vote tallies shall be retained by the Chair of the Rules of Procedure Committee for a period of at least one year and shall be available for inspection by faculty members upon written request within ten (10) days.

- 5.11 All committee chairs are appointed by the Dean. Committee members may be elected or appointed, depending upon University regulations and these Bylaws.
- 5.12 Each committee shall have a charge that specifies its areas of responsibility, maintain minutes of all meetings, and make those minutes available in the Office of the Dean for review by any member of the Faculty. Committee recommendations are passed on to the full faculty or doctoral faculty and/or the Dean for final action as appropriate.
- 5.13 In order to assure each committee freedom to proceed as it sees fit, procedural matters are left to the discretion of the committee unless existing University or School rules provide otherwise.
- 5.14 All voting eligible faculty members are expected to engage in committee service. Voting eligible faculty members include tenure-track and non-tenure-track faculty at the rank of Assistant Professor or above and Instructors/Research Associates with greater than three (3) years of service. To provide for an equitable distribution of committee tasks, whenever possible, faculty shall serve on no more than two (2) committees except when committee membership is required by virtue of a faculty position, such as chair of a specific committee or program. All eligible members may vote except those expressly designated as ex-officio or those whose appointment is more than 50% administrative.
- 5.15 Students shall serve as members of standing committees as specified by University regulations or these Bylaws. Unless otherwise specified, students will serve with voice but not vote on these committees. Students will be appointed by the Dean upon nomination by the student association. No student shall serve on more than one faculty-student committee and must be in good academic standing to be appointed.
- 5.16 Ex officio members of a committee, where specified, generally serve without vote. The Dean shall be an ex officio member of every committee and shall be a voting member.

5.17 A quorum of a committee shall consist of a majority of members eligible to vote on that committee.

5.18 Unless otherwise specified, terms of committee membership shall be for two (2) academic years, from September 1<sup>st</sup> to June 30. Faculty members who are on leave for one year or less are eligible to serve, and their absence will be treated as a temporary vacancy. Temporary committee vacancies for elected membership, shall be filled, when possible, by whoever received the next highest number of votes for that position. If this is not possible or in the case of a vacancy for an appointed member, the Dean, in consultation with the Chair of the committee, will select a temporary replacement until the vacating member returns or new elections are held. A member's term of office may not be extended or altered as a result of his or her absence from the committee.

## 5.2 Committee of Review

The purpose of the Committee of Review is to counsel faculty members who seek advice regarding any problem affecting their status as members of the University. The Committee, which has advisory powers only, may also make suggestions regarding personnel matters to the administrative officers. It may report to the Dean of the School, the President, or the Board of Governors, and may in its discretion make reports also for the information of the faculty pursuant to University Policy 50.1.9 B(3)

### 5.21 Membership

The Committee of Review shall consist of four faculty members, two elected by the faculty and two appointed by the Dean. Committee membership shall be limited to faculty with indefinite tenure.

## 5.3 Advisory Committee on Appointments and Promotions

The purpose of the Advisory Committee on Appointments and Promotions (A&P) is to advise the Dean as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within the tenure ranks, the recommendations of the Committee will also be forwarded by the Dean to the Provost pursuant to University Policy 50.1.9 B(4).

### 5.31 Functions

The functions of the A&P Committee shall include, but are not limited to:

Reviewing the performance of tenure-track (TT) and non-tenure track (NTT) faculty under consideration for promotion and/or tenure and formulating recommendations to the Dean regarding such promotion;

#### 5.32 Membership:

The Appointments and Promotions Committee for all faculty shall consist of from four to six faculty members, all appointed by the Dean. At least one of the committee members shall be a member of the Faculty of the School of Social Work. For TT faculty, Committee membership shall be limited to faculty with indefinite tenure; for NTT faculty, the Committee may include at least one member of the NTT faculty. No member of the Advisory Committee on Appointments and Promotions shall participate in an evaluation of an appointment, reappointment or promotion to a rank higher than his or her own. A member of the Advisory Committee on Appointments and Promotions who participates in the Peer Review of a candidate shall not participate in the Advisory Committee's evaluation of that candidate.

#### 5.33 Meetings

This committee will meet as needed.

### 5.4 Peer Review Committee

The purpose of the Peer Review Committee is to review the performance of faculty under consideration for the rank of Associate, Professor, or Distinguished Professor, according to University Regulations and the Academic Reappointment /Promotion Instructions.

#### 5.41 Membership

There will be separate committees for the tenure/promotion of tenure-track (TT) and non-tenure track (NTT) faculty. Membership of committees in each classification will be prescribed in the current tenure/promotion guidelines for each classification by the University and the School, incorporated herein by reference.

Faculty at the promotional rank or above at the School shall be members of either the TT or NTT Committee (i.e. Associate and above for Associate, Professor and above for Professor, Distinguished for Distinguished). If members from the School number fewer than six in total, the Dean shall request the service of

sufficient faculty at the appropriate level(s) in related fields in other units of the university to bring the Committee total to six members.

#### 5.42 Meetings

There may be more than one Peer Review Committee at each rank and within each classification (TT or NTT) during the course of any given promotion cycle. Each candidacy may have a different set of faculty from outside the School serving as ad hoc members, at the Dean's discretion.

#### 5.5 Dean's Advisory Committee (This serves as the Planning Committee called for in University regulations)

The purpose of the Dean's Advisory Committee is to advise the Dean regarding matters pertaining to the long range planning for the school, pursuant to University Policy 50.1.9 B(4).

#### 5.51 Functions

The functions of the Dean's Advisory Committee shall include, but are not limited to, the following:

- Advising the Dean on program priorities for resource allocation in the area of teaching, research, and service;
- Advising the Dean regarding long range planning (3 to 5 years) for the School in the areas listed in above.

#### 5.52 Membership

The Dean's Advisory Committee shall consist of: the Dean (Chair), the Associate Deans, the Directors of the Ph.D., DSW, MSW, and BASW Programs, the Director of Student Services, the Director of Field Education, the Campus Coordinators, the Chair of the Staff Advisory Council, and the director of at least one center or institute in the School, appointed by the Dean. In addition, there shall be two elected faculty members, one from the full-time tenure-track faculty and one from the full-time, non-tenure track faculty (research, teaching or professional practice).

#### 5.6 Rules of Procedure Committee

The purpose of the Rules of Procedure Committee is to serve as an advisory and record-keeping body regarding School and University policies and procedures.

#### 5.61 Functions

The functions of the Rules of Procedure Committee include but are not limited to the following:

- Recommending to the faculty and the Dean rules of procedure for the operation of the School;
- Ruling on procedural issues that arise in the course of the School's business or at its regular meetings in accordance with Roberts Rules of Order, University Regulations and University Policy and Procedure;
- Soliciting faculty interest in serving in elected committee positions, submitting the names of interested parties as nominees to the faculty for final election, and presiding over elections.
- Informing the Faculty and the Dean of any proposals for the creation of new committees and the renewal of ad hoc or subcommittees;
- Maintaining a systematic record of school policies and decisions affecting the operation of the School;
- Developing and administering systemic and verifiable procedures for and managing elections of the faculty and tallying ballots.

#### 5.62 Membership

The Rules of Procedure Committee shall consist of four (4) tenure-track faculty members, two (2) appointed by the Dean and two (2) elected by the faculty and one (1) non-tenure track (NTT) faculty member elected by the faculty.

### 5.7 Committee on Admissions Policies

The purpose of the Committee on Admissions Policies is to review and reaffirm or propose modifications to the admissions criteria for the MSW program on an annual basis.

#### 5.71 Functions

The functions of the Committee on Admissions Policies shall include, but are not limited to:

- Reviewing admissions statistics and advising the Dean on issues related to applications and enrollment trends;
- Providing guidance to the Dean on policy matters related to admissions standards;
- Providing guidance on issues related to enrollment management, including insuring the diversity of the student body.

#### 5.72 Membership

The Committee on Admissions Policies shall consist of four (4) full-time faculty members, two (2) appointed by the Dean and two (2) elected by the faculty. Non-tenure track faculty in the teaching and professional practice areas, are eligible for election or appointment to fill a total of up to two (2) positions. The Assistant Dean of Admissions and Recruitment shall staff and be an ex-officio member of this committee.

#### 5.73 Meetings

The Committee on Admissions Policies shall meet at least once during each academic year.

### 5.8 Ph.D. Program Executive Committee

The purpose of the Doctoral Program Executive Committee is to monitor, revise/develop and review curriculum and curricular policies for the Ph.D. program in the School.

#### 5.81 Functions

The functions of the Doctoral Program Executive Committee include, but are not limited to, the following:

- Reviewing and developing the curriculum of the Ph.D. program;
- Recommending review and/or action on curricular matters to the Social Work Doctoral Faculty, the Dean; and
- Developing policies governing the recruitment, admission and retention of students in the Ph.D. program, in concert with the Graduate School.

#### 5.82 Membership

The Ph.D. Program Executive Committee shall consist of the Dean of the School, the Director of the Ph.D. Program, three (3) full-time tenure track faculty members appointed by the Dean, two (2) elected full-time tenure track faculty members, and two (2) Ph.D. students (appointed for 1-year terms). Elected tenure track faculty members shall be nominated and elected by and from the School's full and associate members of the University's Graduate School Faculty (i.e., all tenure track and tenured faculty members). At least two (2) of the appointed and elected faculty shall be full members of the Graduate School Faculty (i.e., tenured faculty members). Students shall be nominated to the Dean by fellow Ph.D. students and by Ph.D. Program faculty and shall be active and in good standing.

#### 5.83 Meetings

The Director of the Doctoral Program shall call a meeting of the School's Doctoral Faculty at least once a semester.

#### 5.84 Sub-committees

The Director of the Doctoral Program and the Executive Committee shall establish subcommittees as they deem necessary to deal with matters related to such issues as curriculum, recruitment, admission and retention, and other issues as may from time –to-time arise.

### 5.9 DSW Program Executive Committee

The purpose of the DSW Program Executive Committee is to monitor, revise/develop and review curriculum and curricular policies for the DSW program in the School.

#### 5.9.1 Functions

The functions of the DSW Executive Committee include, but are not limited to, the following:

- Reviewing and developing the curriculum of the DSW program;
- Recommending review and/or action on curricular matters to the Dean; and
- Developing policies governing the recruitment, admission and retention of students in the DSW program.

#### 5.9.2 Membership

The DSW Program Executive Committee shall consist of the Dean of the School, the Director of the DSW Program, three (3) full-time faculty members appointed by the Dean, and two (2) full-time faculty members elected by the faculty of the School. Full-time non-tenure track faculty in the professional practice area are eligible to fill no more than two (2) of the positions, either elected or appointed.

#### 5.9.3 Meetings

The Director of the DSW Program shall call a meeting of the School's DSW Faculty at least once a semester.

#### 5.9.4 Sub-committees

The Director of the DSW Program and the Executive Committee shall establish subcommittees as they deem necessary to deal with matters related to such

issues as curriculum, recruitment, admission and retention, and other issues as may from time –to-time arise.

## 5.10 MSW Curriculum Committee

The purpose of the Curriculum Committee of the School is to address issues in MSW curriculum policy, and the integration of the BASW and MSW curricula, as well as issues related to dual degrees and a combined MSW/Ph.D. option.

### 5.10.1 Functions

The functions of the Curriculum Committee include, but are not limited to, the following:

- Conducting an ongoing review and analysis of the goals of the curriculum to assure that the overall MSW programs current and consonant with the needs of the field;
- Reviewing course outlines to assure that course goals and objectives, readings, and supplementary materials are consonant with the goals of the curriculum;
- Establishing and maintaining a system of bidirectional communications between the Committee and curricular sequence groups (Clinical Social Work (CSW), Management and Policy (MAP), Research, Generalist, and others as appropriate) to ensure ongoing review/audit and vertical and horizontal curricular coherence.
- Reviewing and approving new MSW courses;
- Considering additions or changes to the curriculum as initiated by the sequence groups and faculty.

### 5.10.2 Membership

The Curriculum Committee shall consist of the following non-voting members: Associate Dean for Academic Affairs, Director of Student Affairs, Director of Field Education, Director of the MSW Program, Director of the BASW program and two (2) MSW students. The Committee shall also include six (6) voting members, elected from the full-time faculty. Full-time non-tenure track (NTT) faculty members in the teaching and/or professional practice areas are eligible to fill up to three (3) of the six (6) elected positions. At least one (1) of the positions must be filled by a member of the CSW specialization faculty and at least one (1) by a member of the MAP specialization faculty. The Committee should also include at least one (1) member who has curricular involvement with an MSW certificate

program within the School and at least one (1) member who has curricular involvement with generalist and/or Research courses.

In the event that either specialization (CSW, MAP) and/or the certificate program has insufficient representation, the Dean may appoint a total of up to two voting faculty members from the appropriate specialization or programs to serve on the Committee. The Dean may also appoint non-voting members to advise the Committee in strategic areas on an ad-hoc basis or if more than two areas are unfilled by election.

## 5.11 BASW Curriculum Committee

The purpose of the BASW Curriculum Committee of the School is to address issues in BASW curriculum policy, and the integration of the BASW and MSW curricula, as well as issues related to dual degrees and a combined MSW/Ph.D. option.

### 5.11.1 Functions

The functions of the Curriculum Committee include, but are not limited to, the following:

- Conducting an ongoing review and analysis of the goals of the curriculum to assure that the overall BASW programs are current and consonant with the needs of the field;
- Reviewing course outlines to assure that course goals and objectives, readings, and supplementary materials are consonant with the goals of the curriculum;
- Reviewing and approving new BASW courses;
- Considering additions and/or changes to the BA major in social work curriculum.

### 5.11.2 Membership

The BASW Curriculum Committee shall consist of the Associate Dean for Academic Affairs, the Director of Field Education, the Director of the BASW program, the Assistant Director of the BASW Program, two (2) BASW students, and four (4) elected full-time faculty members. Full-time non-tenure track faculty members in the teaching and/or professional practice areas are eligible to fill up to two (2) of the four (4) elected positions.

## 5.12 Committee on Student Learning, Assessment, and Outcome Evaluation

The purpose of the Committee on Student Learning, Assessment, and Outcome Evaluation is to annually evaluate undergraduate and graduate student ability to engage in practice behaviors developed by CSWE and by the faculty for MSW specializations.

#### 5.12.1 Functions

The functions of the Committee on Student Learning, Assessment, and Outcome Evaluation shall include, but are not limited to:

- Designing, revising, and/or updating measurement instruments used to evaluate student learning;
- Facilitating the administration and analysis of the annual assessments and dissemination of outcome results;
- Providing guidance to the Dean, BASW and MSW Directors, and Associate Dean for Academic Affairs on issues related to enhancing learning at the School to improve yearly outcomes;

#### 5.12.2 Membership

The Committee on Student Learning, Assessment, and Outcome Evaluation shall consist of four (4) full-time faculty members. Two (2) of the faculty members will be elected by the faculty and two (2) will be appointed by the Dean. One (1) of the positions, either elected or appointed, may be filled by a non-tenure track faculty member in the research area. Two (2) of the members should have expertise in methodology and/or measurement. The Dean will appoint the Committee Chair and may appoint ex-officio members to the committee (e.g. BASW and MSW Directors, Associate Dean for Academic Affairs).

#### 5.12.3 Meetings

The Committee on Student Learning, Assessment, and Outcome Evaluation shall meet at least once during each academic year.

#### 5.12.4 Sub-committees

The Committee shall establish subcommittees as they deem necessary to deal with matters related to such issues as measurement, research, dissemination and other issues that may arise.

### 5.13 Research Advisory Committee

The purpose of the Research Advisory Committee is to advise the Associate Dean for Research and the Dean with regard to research policy and practices within the

School, to review internal grant mechanisms within the School, and other duties as assigned.

#### 5.13.1 Membership

Membership shall consist of the Dean, Associate Dean for Research, and five (5) faculty members, from the tenure track or non-tenure track research series, who have demonstrated success in securing outside grant funding. Two (2) of the faculty members shall be elected and three (3) shall be appointed by the Dean.

#### 5.13.2 Meetings

The Associate Dean for Research shall call a meeting of the Research Committee at least once per semester.

### 5.9 Inclusion, Intersectionality, Diversity Equity, and Advancement (IIDEA) Committee

The purpose of the IIDEA Committee is to promote the School's initiatives that promote the School's initiatives that further inclusion, intersectionality, diversity, equity, and advancement.

#### 5.9.1 Functions

The functions of the IIDEA Committee shall include but are not limited to:

- In partnership with the Office of Academic Affairs and the Curriculum and Executive Committees, developing a conceptual/theoretical framework that undergirds the School's IIDEA initiatives.
- In partnership with multiple SSW entities, leading the development and implementation oversight of a comprehensive evolving, multi-year plan and advances IIDEA within the School and its community partners.
- Identifying areas where inclusion, intersectionality, diversity, equity, and advancement need to be addressed a making recommendations to the Dean.

#### 5.9.2 Membership

The IIDEA Committee will consist of the following:

- Six faculty members (three tenure track, three non-tenure track). Four members, two in each track, will be elected, and two, one in each track, will be appointed by the Dean.
- Five students, one from each degree-granting program (e.g., BASW, MSW, DSW, PhD) plus one student from the non-traditional MSW program (e.g., Online, Hybrid, Intensive Weekend).
- Two staff members, one representing IFF and one representing

educational/research staff will be elected by their respective staff peers. The Associate Dean for Diversity, Equity, and Inclusion will serve as the Chair. The Dean may appoint additional non-voting members to serve ad hoc.

#### 5.9.3 Meetings

The Committee will meet as needed.

## **Article 6**

### **Ad Hoc Committees, Task Forces and Elected Faculty Positions**

#### 6.1 Ad Hoc Committees and Task Forces

To further the work of the School, the Dean may create ad hoc committees and task forces and appoint members to these bodies. Ad hoc committees and task forces are special bodies established to address a specific topic or problem which requires solution. Ad hoc committees or task forces will be discharged upon completion of their tasks, usually within a year.

#### 6.2 Other Elected Faculty Positions

As needed, faculty will be elected to serve on additional committees or bodies outside the School and have responsibility for reporting back to the faculty. Those committees include, but are not limited to:

##### 6.21 University Senate.

The number of representatives to the University Senate is determined by University regulations. One or more full-time faculty members in any faculty series will be elected to represent the School for a term of three (3) years.

##### 6.22 New Brunswick Faculty Council.

The number of representatives to the New Brunswick Faculty Council is determined by University regulations. Faculty members representing the School of Social Work will be elected for terms of three (3) years.

## **Article 7**

## Amendments to Bylaws

### 7.1 Process of Amendment

These Bylaws may be amended by a two-thirds (2/3) majority vote of the Voting Faculty, upon the recommendation of the Dean or the Rules of Procedure Committee. If the Bylaws are out of compliance with the regulations of the University, the Rules of Procedure Committee shall propose interim changes to the Bylaws to bring them into compliance with University Regulations.

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1. The statutory basis for the School is found in the New Jersey Statutory Code:

'18A:65-56. Graduate school of social work

The corporation shall maintain in the university a graduate school of social work to be known as the graduate school of social work.

'18A:65-57. Courses of Instruction

The School of Social Work shall offer courses of instruction in accordance with professional standards in the field of social work for persons preparing to enter this profession. It shall also provide part-time instruction for the benefit of persons already employed as social workers. Its instruction shall be conducted with particular reference to the training of personnel for the public and private social agencies located within the state of New Jersey and serving the people of this state.

'18A:65-59. Programs of Research

The School of Social Work shall establish programs of research in the field of social work to aid in carrying on its program of instruction and to improve the standards of social service in New Jersey.