

**CALIFORNIA STATE UNIVERSITY, SACRAMENTO
DIVISION OF SOCIAL WORK**

PRINCIPLES OF GOVERNANCE

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PREFACE

The principal laws and regulations governing CALIFORNIA STATE University, SACRAMENTO (CSUS) are to be found in the California Education Code, Section 22500-22757 5 and 23600- 25394, the California Administration Code, Title 5, Section 40000-43700, and the Higher Education Employer-Employee Relations Act, Section 3560-3596, and the attendant Memorandum of Understanding. Other prime sources of governance include policy statements issued by the Trustees of the California State University and Colleges, by the Chancellor, by the President of the University (Campus Administrative Manual) and by the Faculty of CSUS (CSUS Faculty Manual).

The effective operation of the Division of Social Work is dependent upon an effective working relationship among the Director, the faculty, field instructors, the staff, the student body, and alumni. Every opportunity should be provided for consultation among these constituencies, resulting in the creation of curriculum policy, the allocation of resources, and the assignment and evaluation of faculty.

STATEMENT OF PRINCIPLES

- A. The statement of collegial governance described in the University Manual, CSUS (PM 85-14 & Trustees) providing for joint decision making and consultation between administration, staff and faculty is the basis for the governance of the Division.
- B. The Faculty has the ultimate responsibility for curriculum development. The Director administers the policies and programs as determined by the faculty. This responsibility is exercised through an on-going structure of committees, which make recommendations to the Faculty as a whole. Recommendations are made to the Director for action with the expectation that they will be implemented.
- C. The Division subscribes to the NASW Code of Ethics (1/97), CSWE standards, CSUS Statement of Professional Roles and Responsibilities, and Sexual Harassment policies.
- D. The Division values the participation and contributions of students to the governance of the Division.

E. The Division values and seeks consultation from its constituencies: alumni, emeritii faculty, field instructors and community organizations, and governmental entities. The Division expects that its faculty actively participate in the development and delivery of human services in the local and broader communities.

VOTING MEMBERSHIP OF THE DIVISION OF SOCIAL WORK

A. The voting membership of the Division of Social Work for general policy matters are as follows:

1. Full -Time Tenure-Track Faculty in the Division in any semester during which they teach.
2. Tenure Track Faculty with a reduced load in any semester in which they teach.
3. Tenure Track Faculty participating in the Faculty Early Retirement Program (FERP)
4. Full -Time Faculty with one year appointments who are teaching 12 classroom units each semester and the Title IVE Coordinator.
5. One Part -Time Faculty Representative elected each semester by and from the part-time faculty in the Division of Social Work according to procedures developed by part-time faculty.
6. One Staff Representative selected annually by and from the clerical/technical staff in the Division according to procedures developed by the staff.
7. One Graduate Student Representative and One Undergraduate Student Representative elected by their respective student bodies in accordance with procedures established by the GSWA and UASW respectively.

B. The voting membership of the Division for Personnel matters are as follows:

Voting membership for matters concerning the Selection/Election of the Division Director is defined in the Division's policy on the Selection/Election of the Division Director.

Voting membership for matters concerning Retention, Tenure, and Promotion is defined in the policy governing Division's Retention, Tenure, and Promotion (RTP Document).

Voting membership for matters concerning the hiring of full-time faculty is defined in the policy governing Search and Screen matters (Search and Screen policy document)

GOVERNANCE

A. Faculty

1. Consistent with the policies of the institution, the faculty (as defined as tenured and tenure track) shall have responsibility in all matters of educational policy and programming and curriculum, including: the design, modification, approval, implementation, scheduling, assignment of classes, and the systematic, continuous evaluation of the program.
2. The faculty shall be responsible for educational policy in matters of admission, advising, grading, retention, and graduation of students.
3. The faculty shall be responsible for the continuous and systematic guidance of students through the professional educational programs.
4. The faculty is responsible for the governance of the Division and all matters pertaining thereto including Division structure, administration, planning, and allocation of resources.
5. Each member of the faculty is responsible for participation in the Governance of the Division.
6. Each member of the faculty is expected to attend all faculty meetings and to engage in the work of the committees of the Division.
7. The faculty is responsible for personnel matters pertaining to recruitment, screening, and recommending faculty for employment and for peer review of faculty in retention, tenure, promotion and post-tenure evaluation through the RTP and Search and Screen Committees.

B. Students

1. Students have a claim to a quality experience and, therefore, need to participate in the formulation and modification of policies affecting academic and student affairs. Ways in which students shall be involved include representation on policy making bodies of the Division, on committees in specific program areas, and in student organizations.
2. Student representatives are to be selected by their constituency through the Graduate Student Social Work Association and the Undergraduate Association of Social Work. Those organizations will determine the election or selection procedure of their representatives. Notification of selection of student representation will be sent to the Director of the Division.
3. Student Organizations (GSWA and UGSWA):

- a. Student organizations have their own autonomy. Students are responsible for determining their operational policies, procedures, and activities.
- b. Faculty advisors of student organizations shall be available for consultation and guidance if requested by the student organization, stimulate activation of the student organizations (in collaboration with student leadership the faculty will prepare a presentation on student participation in the division governance for the fall student orientation) provide Division sanctions as required, and encourage student participation in their organizations.
- c. In consultation with MSW I and undergraduate representatives of the student organizations, the Director shall appoint a faculty advisor to each organization by April 15. The advisors will serve for the following academic school year.

C. Director

The Director shall have administrative responsibility for the maintenance of appropriate school-university relationships. The Director is responsible for direct official communication with the officers and administrative staff of the university.

In this capacity, the Director shall interpret the objectives and needs of the Division within the context of the purpose and goals of the profession and developments in practice and research.

The Director shall have responsibility for the preparation and presentation of the Division's programs (including budget) to the appropriate university authorities and for effective administration of the budget approved (in addition, the Director must carry out the roles and responsibilities of Department Chairs as identified in the University Manual).

As educational leader of the Division, the Director shall have responsibility to:

1. Develop an organizational structure and administrative policies and procedures which coordinate and use faculty resources effectively to attain the educational objectives of the Division.
2. Establish policies for participation of the entire faculty as a group in the regular work of the Division as well as in curriculum planning, policy-making, and evaluation.
3. Create an atmosphere which stimulates the productivity and professional development of faculty as teachers as members of a profession and encourages faculty members to identify and meet their needs for professional development.
4. Assign the tasks and responsibilities of the Division to faculty members in such a way that all can make their maximum contribution to the educational program of the Division, enhance their own professional development, and contribute to knowledge through research.

5. Assign the tasks and responsibilities of staff to meet the administrative and clerical needs of the Division.
6. Contribute to the advancement of professional education for social work, for the profession, and the Division.

D. Program Coordinators

Program Coordinators are those full-time faculty members who volunteer and are selected to accept the administrative responsibilities attached to:

1. The degree programs offered by the Division of Social Work (MSW & BSW)
2. The field education program.
3. Admissions and recruitment of students.
4. Other identifiable programs as may be offered by the Division.

Program Coordinators, except the field coordinator, receive assigned time to carry out their general responsibilities and their specific respective responsibilities (see general and specific positions descriptions on file in the Division office). The Field Coordinator is a 12 month faculty post.

All Program Coordinators are selected by the Director from those faculty recommended by the Faculty Council (the Council solicits nominations from the faculty).

E. Staff

The Staff of the Division of Social Work comprises the Division Secretary, three (3) Administrative/Clerical support staff, and student assistants (all clerical persons supported by the Division's operating budget) and any full time support staff funded by external grants and contracts. The Staff is considered an organized unit which shall elect from among themselves one representative who will participate as a voting member of the Division (except where prohibited by University policy).

The Staff of the Division of Social Work is an integral part of the educational endeavors of the Division and shall, in consultation with the faculty, organize themselves and their respective workloads in a manner determined from among themselves.

F. Field Instructors

Field Instructors are normally Social Work practitioners employed throughout the human service

community who agree to teach a student(s) enrolled in Social Work 195 or 295. As such, all Field Instructors are Adjunct Faculty of the Division of Social Work during the academic year in which they have been assigned (and accept) a matriculated student.

As members of the Social Work Community and Adjunct Faculty, Field Instructors shall be invited to participate on, and give input to, both the MSW and BSW advisory committees and shall be consulted by the Director of Field on matters pertaining to field education and the educational contracts and evaluative tools employed by the field education program.

G. Committees

The Division of Social Work conducts its business using a committee structure. The work of the committees is subject to the approval of the faculty as a whole except for personnel committees. Elections of committee members shall occur no later than April 30th for the following academic year.

All committees will establish a yearly meeting calendar at the beginning of the academic year and submit it to the Division Secretary.

1. Committees shall be elected by the full time faculty from a list of members who have shown a preference for a particular committee
2. All committees shall provide for staggered terms
3. Each committee shall elect its own chair who will convene the committee except for the Admissions, Graduate and Undergraduate committees which will be chaired by their respective Program Coordinators.
4. In the event that the elected Chair is unable to carry out the leadership functions, which involve the setting of regular meetings and timely communication with members, a new election may be called after petition to the Director for removal from office of the Chair.
5. All members shall be elected to the committees by the faculty at large for the faculty representatives or by the student organizations for the student representatives except where it is stipulated that faculty occupying specific positions will serve based on that position. All members vote except for ex officio members or alternates.

STANDING COMMITTEES OF THE DIVISION OF SOCIAL WORK

The following committees will be standing committees of the Division.

1. Faculty Council

The Faculty Council consists of the Director, Graduate Coordinator, Undergraduate Coordinator, Admissions Coordinator, Field Coordinator, Curriculum Committee representative, Resource Development and Allocation Committee representative, three faculty elected at large.

Addresses the bigger picture such as division priorities for full faculty consideration, short and long term goals for the Division, reviews budget priorities, ensures that existing committees and units are operating in coordination with one another, develops agendas for the faculty meeting in collaboration with the faculty, addresses issues of importance between faculty meetings, makes recommendations to the full faculty for action, considers issues referred by the full faculty, recommends faculty members to the Director for all Program Coordinator posts. Has oversight for the development of Division procedures that insure maximum faculty participation.

2. Resource Development and Allocation Committee

Director, Department Secretary or staff representative, 3 faculty elected at large, a graduate student and an undergraduate student representative.

Make policy recommendations to the Division faculty regarding budget, equipment, space. To assist the Director in the preparation of the Division's budget request to be submitted to the College of Health and Human Services. This includes receipt of budget requests/recommendations from the faculty and the construction of a priority list for resource allocation. Provide leadership for resource development including grants, contracts, and fundraising.

3. Graduate Program Committee

Function: This Committee is advisory to the Graduate Program Coordinator and the Division's Curriculum Committee on all education and policy matters pertaining to the graduate program. Its responsibilities include facilitation of faculty participation in designing, planning, presenting and evaluating the graduate program, both its academic content and its policies and procedures. Its responsibilities include the following:

- a. Recommending the goals, objectives, and standards of expected competencies in the sequences and courses of the graduate program,
- b. Evaluating and recommending revisions to the graduate curriculum including approval of new courses and program requirements;
- c. Monitoring the standards, and educational integrity of the graduate curriculum, particularly the standardization of educational goals and objectives of required courses.
- d. Monitoring and revising as needed the administrative procedures of the graduate program

- e. Insures horizontal integration, articulation and coordination of content, concepts, and methods presented in the professional foundation, and advanced graduate curriculum, and supports communication and integration between classroom and field.
- f. Recommendations for major changes in educational policies, curricula, or allocation of faculty resources as they pertain to the graduate program.

Membership: all faculty teaching graduate courses in the current academic year. The Graduate Program Coordinator shall chair this committee.

4. Undergraduate Program Committee

Function: This Committee is advisory to the Undergraduate Coordinator and the Division's Curriculum Committee on all education and policy matters pertaining to the undergraduate program. Its responsibilities include facilitation of faculty participation in designing, planning, presenting and evaluating the graduate program, both its academic content and its policies and procedures. Its responsibilities include the following:

- a. Recommending the goals, objectives, and standards of expected competencies in the sequences and courses of the undergraduate program,
- b. Evaluating and recommending revisions to the undergraduate curriculum including approval of new courses and program requirements;
- c. Monitoring the standards, and educational integrity of the undergraduate curriculum, particularly the standardization of educational goals and objectives of required courses.
- d. Monitoring and revising as needed the administrative procedures of the undergraduate program
- e. Insures horizontal integration, articulation and coordination of content, concepts, and methods presented in the professional foundation and supports communication and integration between classroom and field.
- f. Recommendations for major changes in educational policies, curricula, or allocation of faculty resources as they pertain to the undergraduate program.

Membership: all faculty teaching undergraduate courses in the current academic year. The Undergraduate Program Director shall chair this committee.

5. Curriculum Committee

The Division faculty carries major responsibility for educational policy making and curriculum development for the combined B.S.W. and M.S.W. programs. This responsibility is facilitated by

and implemented through the structure and functions of the Curriculum Committee. The Faculty, at its discretion, may choose to act as a committee of the whole, performing the functions of the Curriculum Committee as delineated below.

Function: This Committee is the major curriculum and educational policy making body for the Division, and as such its responsibilities include facilitation of faculty participation in designing, planning, presenting and evaluating the combined educational programs of the Division, with leadership by members of the Curriculum Committee in the establishment and maintenance of quality control in the content of the curriculum:

- a. Establishment of goals, objectives, and standards of expected competencies in the sequences and courses of the Social Work curriculum.
- b. Evaluating and revising curriculum including approval of new courses and program requirements;
- c. The Curriculum Committee insures the standards and educational integrity of the curriculum, particularly the standardization of educational goals and objectives of required courses.
- d. The Curriculum Committee insures vertical and horizontal integration, articulation and coordination of content, concepts, and methods presented in the professional foundation, the undergraduate, advanced graduate curriculum, and supports communication and integration between classroom and field.
- e. Continual review of the curriculum consistent with the aim of developing an educational program that is current, innovative and recognized by the national accrediting body.
- f. Recommendations for major changes in educational policies, curricula, or allocation of faculty resources shall to submitted to the Division Faculty for review and decision-making.

Membership consists of a representative elected by each of the following units:

- a. Graduate Program Committee(Member of Curriculum Committee who teaches mostly in the Graduate Program, NOT the Graduate Coordinator)
- b. Undergraduate Program Committee(Member of Curriculum Committee who teaches mostly in Undergraduate Program, NOT the Undergraduate Coordinator)
- c. Representatives of Sequences in Curriculum Content
 1. Cultural Diversity
 2. Human Behavior in the Social Environment

3. Policy
 4. Practice and field - undergraduate MSW I, MSW II
 5. Research
- d. Representative of the General Education subcommittee
 - e. Students - 1 undergraduate, 1 MSW
 - f. Title IVE Rep, NOT the Coordinator
 - g. The Director of the Division of Social Work is an ex-officio member of the Curriculum Committee.

The Curriculum Committee Chair will serve for a 2 year term of office.

6. Sequence Sub-Committees

Function: The Sequence Committees are standing subcommittees of the Curriculum Committee. Their responsibilities include:

- a. Developing, evaluating, implementing, and recommending changes in the sequences of courses offered in the Division;
- b. Assuring the vertical articulation of the content, textbooks, and other materials; and
- c. Assuring the horizontal integration of content.

Membership: All faculty members who teach in a sequence or have an interest in the sequence shall be members of that sequence. Each sequence Subcommittee elects its own chair. All members vote.

The Sequence Subcommittees are listed as follows along with any additional particulars:

- a. Cultural Diversity
- b. Human Behavior in the Social Environment
- c. Policy
- d. Practice and Field
- e. Research
- f. General Education

Special functions of the Research and General Education Sub-Committees:

- The Research Subcommittee shall review the research program at the graduate and undergraduate levels, and make suggestions for change to the Curriculum committee. It is also responsible for processing human subjects protocols and animal use protocols.
- General Education Subcommittee is a standing subcommittee of the Curriculum committee. Its responsibilities include:
 - a. Reviewing existing social work offerings in General Education and evaluating their appropriateness;
 - b. Reviewing and identifying additional social work courses appropriate for inclusion among the General Education offerings of the University and developing course recommendations and proposals; and
 - c. Articulating with the liberal arts base found in General Education requirements (as well as those of Community Colleges and other "feeder" institutions) and with liberal arts concepts in the undergraduate beginning generalist and the graduate advanced curricula.

7. Admissions, Recruitment and Retention

Function: The purpose of this Committee is to review existing admission policies and procedures, monitor the admissions process, develop and carry out plans for recruitment of particular cohorts of students (including, but not limited to, minority students), and make recommendations for change to the appropriate program committee.

The admissions committee has oversight for selection of advanced standing students . Each year 2-3 faculty members who volunteer will review applications for advanced standing and make recommendations for admission.

Membership: The Committee is composed of five Faculty representatives elected at large, and up to one undergraduate and one graduate student selected by their respective associations, the Title IVE Coordinator, the Graduate Coordinator and the Admissions and Recruitment Coordinator.

8. Educational Equity Committee

Function: The purpose of this committee is to promote understanding among faculty, students, and staff and respect for differences and diversity. The committee insures diversity of faculty and students. It is has oversight for policies and programs designed to promote diversity in the Division and retention and successful completion of the undergraduate and graduate programs by students.

Membership: The committee shall consist of five faculty representatives elected at large and up to one undergraduate and one graduate student selected by their respective associations.

9. Retention, Tenure, and Promotion

This is a standing committee of the Division and operates in accordance with RTP policies and procedures as developed and approved by the Faculty of the Division of Social Work (and approved by the University ARTP Committee).

Function: The Primary RTP Committee evaluates all faculty members eligible for retention, tenure, and promotion and those requesting early tenure and early promotion in conformity with the Division's established criteria. It also evaluates part-time faculty for teaching effectiveness.

Membership: The Primary RTP Committee shall consist of five tenured, plus one alternate, full-time faculty whose rank is higher than that of those under consideration by the committee for Retention, Tenure and Promotion. The Division Director sits as a voting member of this committee.

10. Search and Screen Committee

This is a standing committee of the Division and operates in accordance with the Search and Screen Policies and Procedures of the Division as developed and approved by the Faculty of the Division (and approved by Faculty and Staff Affairs).

Function: This committee recommends to the Dean of the College the candidate(s) for appointment to all full time faculty posts. It also ranks and recommends part-time faculty hires to the Director of the Division in accordance with the university policies and procedures governing part-time faculty.

Membership: The committee shall be composed of five tenured faculty members plus one alternate, who select their own Chair. All members vote. The Division Director sits as an ex-officio non voting member of this committee. Members will serve from September 1st (of the elected year) through the following August 31st.

11. Peer Review (Post-Tenure Review) Committee

Function: The purpose of this committee is to assist tenured faculty to maintain or improve their teaching effectiveness. The PTR Committee will follow the criteria and procedures as developed and approved by the Faculty of the Division (these must conform to both the University Academic Personnel Policies and Procedures and the MOU).

Membership: The committee shall be composed of three tenured faculty members. The Division Director shall serve in an ex officio capacity..

12. Grievance Committee

1. The Grievance Committee shall hear complaints brought by students as individuals or as a group alleging unfair application of Division policies and procedures. The committee shall follow the grievance procedure as outlined in the University manual.
2. The committee shall convene panels of three faculty members as needed to resolve differences between faculty members, faculty and staff, staff and staff, students and students, faculty or staff.
3. The Committee shall monitor and review the grievance process to ensure that grievance, once initiated, are handled in a fair and timely manner.
4. Recommendations for major changes in policies shall be made to the faculty of the Division for review and approval.

Membership: The Grievance Committee will consist of three faculty members elected at large from the faculty, and one graduate and one undergraduate student selected by the respective student associations. Elections will be held by April 30th and members will serve for the full academic calendar year.

13. Elections/Nominations Committee

Function: the purpose of this committee is to carry out the annual committee elections of the Division through a process of solicitation of nominees and the preparation, distribution, collection, and counting of ballots. The committee will conduct elections for Director of the Division as stipulated in the Procedures for Election of Division Director.

Membership: The Elections Committee will consist of three faculty elected at large from the faculty. Election of committee members will be held by April 30th and committee members will serve for the following academic year.

14. Division Advisory Committee

This committee shall comprise the MSW and BSW advisory committees and shall be convened by the Director to maintain linkage between the Division and the professional community. The purpose shall be for the Division to be apprised of community interests and concerns bearing on social work practice and education and for the community to be apprised of current programs and plans of the Division.

15. Ad-hoc Committees

Ad-hoc committees will be appointed as needed by the Director and/or standing Division committees.

SOCIAL WORK ALUMNI CHAPTER

The Social Work Alumni Chapter functions in accordance with the policies and procedures of the University Alumni Association.

- A. The purpose of the Association is to be a support system for the Division.
- B. The Association makes recommendations to the Director of the Division for alumni representation on the Division Advisory Committee.
- C. At the request of the Association, the Director of the Division appoints a faculty consultant to the Association. This consultant is a resource and information person on current Division policies, procedures, programs, and needs.

AMENDMENTS TO PRINCIPLES OF GOVERNANCE

The Articles of Governance may be amended by consideration and majority vote of the faculty. The amendment process may be initiated by any of the recognized constituencies of the Division: the Director, faculty, staff, field instructors and student body. Two methods are available.

- A. Proposed change(s) may be sent to the appropriate program committee for consideration. If approved, the proposed change will be sent to the faculty for consideration.
- B. Proposed changes(s) may be submitted to the Director in a petition requesting consideration. The petition shall be signed by not less than one fourth of the eligible voting faculty and full time staff, or by not less than 15 students or field instructors. Upon verification of the authenticity of the petition the Director shall present the proposed changes(s) to the faculty for consideration.
- C. In either event, a written copy of the proposed amendment(s) shall be distributed to each voting member of the faculty at least 14 calendar days in advance of the voting.
- D. Upon consideration and approval by a simple majority vote of the faculty the proposed change(s) shall be incorporated into the articles of governance.