BY-LAWS OF THE DEPARTMENT OF SOCIAL WORK  
COLLEGE OF HEALTH AND HUMAN SERVICES  
GEORGE MASON UNIVERSITY

ARTICLE I  
Mission

The George Mason University Department of Social Work offers an undergraduate program and graduate program both of which are accredited by the Council on Social Work Education (CSWE). The degrees conferred are a Bachelor’s in Social Work and a Master’s of Social Work.

Our mission is to promote excellence and innovation in social work education, research, practice, and service. With a commitment to social and economic justice and ethical practice, faculty members are dedicated to preparing practitioners and leaders to meet the needs of diverse clients and vulnerable populations.

ARTICLE II  
Faculty Membership

The social work faculty is composed of the Department Chair and all full-time faculty appointments in social work, with academic rank of instructor to professor.

ARTICLE III  
Responsibilities of the Faculty

1. The faculty shall be responsible for the educational policies, programs, and initiatives, and for degrees, certificates and endorsements in social work, including instruction, curriculum, research, and outreach. Faculty responsibilities include, but are not limited to, decisions regarding admission to the undergraduate and graduate social work programs; policies regarding student retention, change of status, and expectations for conduct in the classroom and in field practica; and recommendations for faculty promotion, tenure, and renewal.

2. The faculty, acting as a body of the whole, is responsible for recommending to the university conferral of the Bachelor’s degree in Social Work, the Master’s degree in Social Work, minors, certificates, and endorsements upon students who have been certified by the registrar or faculty, as appropriate, to have fulfilled the requirements set for them.

3. The faculty, acting as a body of the whole, have responsibility for a) the development and oversight of the social work curriculum, b) the mission, goals, and objectives of the Department of Social Work, c) conducting program assessment, d) approving departmental guidelines for promotion, tenure, and reappointment, e) serving on departmental, college, and university committees, and f) evaluating its own responsibilities and procedures.
4. Faculty members shall share responsibility for advising both undergraduate and graduate student social work students, from initial admission to graduation.

ARTICLE IV
Meetings of the Faculty

1. Meetings of the faculty shall be held monthly during the academic year. The presiding officer shall be the Department Chair; in the event of the Department Chair’s absence, another member of the faculty shall preside. The undergraduate and graduate programs may hold additional meetings, as needed.

2. Decisions are made by agreement of the majority of faculty. The right to vote is held by all faculty members, as defined above. The Department Chair shall not vote with the faculty in instances where the Department Chair is responsible for making a separate recommendation. Faculty who are eligible to vote but are on leave may vote in person or by proxy on any matters pending. A quorum of 2/3 of the faculty must be present for voting.

3. Non-voting persons may attend faculty meetings to observe and participate in discussion. These include, but are not limited to, social work staff, part-time and adjunct faculty, and undergraduate and graduate student representatives. Other persons may be invited to meet with the faculty for specific purposes. Non-voting members will be excused from discussions related to personnel, individual student issues, and other confidential matters.

4. Special meetings may be convened for ad hoc business.

5. Faculty meeting minutes will be posted on the shared drive and hard copies will be provided as needed.

ARTICLE V
Committees

1. Unless on leave, it is the expectation that all faculty members serve on departmental committees.

2. Department committees are: a) Promotion, Tenure, and Reappointment; b) BSW Curriculum; c) MSW Curriculum; d) BSW Admissions; e) MSW Admissions; f) Assessment; g) Diversity; and h) Student Awards and Recognition. Additional faculty committees may be formed at the recommendation of the Department Chair or faculty, as needed.

3. With the exception of the PT&R Committee, faculty members are expected to serve two-year terms on a committee.
4. The members of these committees shall be selected at the last faculty meeting of the academic year. Changes to this can be made at the discretion of the Department Chair.

5. Each standing committee shall elect a chair from its membership.

6. Committees report as needed at monthly faculty meetings. All committees will provide an annual report at the end of the academic year.

7. Committee membership and responsibilities are as follows:

   a. **Promotion, Tenure, and Reappointment (PT&R) Committee**

      i. **Membership and Voting**
         1. This committee is comprised of all tenured full-time faculty members, with the exception of the Department Chair.
         2. Selection for the PT&R committee shall conform to guidelines in the Faculty Handbook.
         3. All tenured faculty members are expected to vote on all PT&R decisions. A quorum of 4/5 is required.

      ii. **Responsibilities**
         1. Develop PT&R departmental guidelines within the framework of college and university policies.
         2. Conduct a timely review of faculty candidates for promotion, tenure, and reappointment and making a written recommendation to the Department Chair.

   b. **BSW Curriculum**

      i. **Membership**
         Membership of this committee will consist of the BSW Program Director, BSW Field Director, at least three additional faculty members, and one BSW student representative.

      ii. **Responsibilities**
         1. Provide oversight and recommendations for improvement of the BSW curriculum.
         2. Review and approve proposals for revisions of undergraduate social work courses.
         3. Review and approve proposals for new BSW courses.
         4. Review and approve proposals for undergraduate social work minors, certificates, and cross-listed undergraduate courses.
         5. Review and approve proposals for BSW field education.
         6. Develop and evaluate program and graduation policies and procedures.
         7. Present BSW curriculum revisions and proposals to the faculty for approval.
8. Submit approved course changes and additions to appropriate university and college committees.

c. MSW Curriculum

   i. Membership of this committee will consist of the MSW Program Director, MSW Field Director, at least three additional faculty members, and one MSW student representative.

   ii. Responsibilities

       1. Provide oversight and recommendations for improvement of the MSW curriculum.
       2. Review and approve proposals for revisions of MSW social work courses.
       3. Review and approve proposals for new MSW courses.
       4. Review and approve proposals for graduate certificates, and cross-listed MSW courses.
       5. Review and approve proposals for MSW field education.
       6. Develop and evaluate program and graduation policies and procedures.
       7. Present MSW curriculum revisions and proposals to the faculty for approval.
       8. Submit approved course changes and additions to appropriate university and college committees.

d. BSW Admissions

   i. Membership of this committee will consist of at least four faculty members including the BSW Program Director.

   ii. Responsibilities

       1. Make recommendations to the faculty on BSW program admission criteria and application procedures.
       2. Review and revise BSW application materials.
       3. Conduct a timely review of BSW applications.
       4. Recommend a pool of applicants to receive letters of admission to the BSW program.

e. MSW Admissions

   i. Membership of this committee will consist of at least four faculty members including the MSW Program Director.

   ii. Responsibilities

       1. Make recommendations to the faculty on MSW program admission criteria and application procedures.
       2. Review and revise MSW application materials.
       3. Conduct a timely review of MSW applications.
4. Recommend a pool of applicants to receive letters of admission to the MSW program.

f. Assessment

   i. Membership of this committee will consist of at least four faculty members.
   ii. Responsibilities
       1. Develop and implement mechanisms for tracking student competencies and program outcomes.
       2. Process, analyze, and maintain assessment data.
       3. Provide evaluation information to the faculty and, as requested, to college and university administration.

g. Diversity

   i. Membership of this committee will include at least two faculty members and student representatives from both the BSW and MSW programs. Members of the Program Advisory Committee, community members, alumni, and other constituent groups may also serve on this committee.
   ii. Responsibilities
       1. Promote diversity in the social work curriculum.
       2. Recommend policies to the faculty to promote a departmental climate that assumes, accepts, values, and engages diversity in the pursuit of the department’s mission.
       3. Develop special activities and programs to promote diversity.

h. Awards and Recognition

   i. Membership of this committee will consist of at least three faculty members. Social work alumni and members of the Program Advisory Committee may also serve on this committee.
   ii. Responsibilities
       1. Recommend recipients for the Hughes Scholarships, Challenge grant scholarships, and other scholarships.
       2. Develop and implement opportunities for student recognition.
       3. Recommend BSW & MSW student awards.
       4. Identify Phi Alpha candidates and coordinate the induction ceremony.
       5. Recommend recipients of faculty awards.
i. **Ad Hoc Committees**

i. Ad Hoc committees may be established as needed.

ii. Ad Hoc committees are established to accomplish an identified task and expire when that task is completed.

**ARTICLE VI**
Faculty Representation in the College of Health and Human Services

1. Representatives to College Committees are elected by members of the faculty as a whole in accordance with college by-laws and the Faculty Handbook.

**ARTICLE VII**
Adoption and Amendments of Bylaws

1. Motions to amend these by-laws shall be considered by the social work faculty at a regularly scheduled meeting and will be adopted by approval of the majority of faculty through a formal vote.

APPROVED BY SOCIAL WORK FACULTY:
October 10, 2010