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 Bachelor of Social Work and Master of Social Work.

Our mission is to promote human well-being by ensuring economic and social justice, as well as human rights for all. We work to meet these goals by:

- Providing an academically rigorous education that develops social work leaders and practitioners who engage in critical thinking. We seek to develop effective social work leaders, scholars and practitioners who both challenge injustice and institute interventions grounded in theory and science. With a campus located in an area of enormous cultural plurality, we seek to train leaders, practitioners and scholars equipped to serve diverse populations.
- Conducting applied social science research that aims to solve personal and social problems, and investigates systemic inequities in power and unequal access to resources. We seek to identify and develop effective interventions based on scientific theory.
- Engaging in public service that cultivates community partnerships, enhances capacity, and provides technical expertise to human service organizations caring for diverse local, national and global communities.

We build upon a foundation of generalist social work knowledge and skills that emphasizes empowerment, inclusion, and systems transformation.

ARTICLE II
Faculty Membership & Voting

1. The Social Work faculty is composed of the Department Chair and all full-time faculty with a primary affiliation in the Department of Social Work.

2. All members of the department as defined above are eligible to vote on departmental matters, except as noted in the section on committees below.

3. Voting membership during the summer shall be limited to persons holding voting membership in the prior spring semester who will return as voting members in the following fall semester. Eligibility to vote during summer does not require the faculty member to be engaged in summer session teaching, research, or administrative duties.
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 reappointment.

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 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, a member of the Leadership Team 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. Leadership
   b. Promotion, Tenure, and Reappointment
   c. BSW Program Committee
   d. MSW Program Committee
   e. Diversity
   f. Awards and Recognition
   g. Ad Hoc Committees may be formed at the recommendation of the Department Chair or faculty, as needed.

3. With the exception of the Leadership and 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 or co-chairs from its membership.

6. Committee reports are to be provided 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. Leadership
      i. Membership of this committee will consist of the Department Chair, BSW Program Director, MSW Program Director, MSW Online Coordinator, and the Field Education Director.
      ii. Assessment
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.

b. **Promotion, Tenure, and Reappointment (PT&R) Committee (Personnel)**
   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 for votes.
   ii. Responsibilities
      1. Developing PT&R departmental guidelines within the framework of college and university policies.
      2. Conducting a timely review of faculty candidates for promotion, tenure, and reappointment and making a written recommendation to the Department Chair.

c. **BSW Program Committee**
   i. Membership of this committee will consist of the BSW Program Director, Director of Field Education, and at least three additional faculty members.
   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. A BSW student representative will be invited to participate as appropriate.
   iii. Admissions
      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.
d. **MSW Program Committee**
   i. Membership of this Committee will consist of the MSW Program Director, Director of Field Education, and all designated MSW faculty members.
   
   ii. **Responsibilities**
       1. Provide oversight and recommendations for improvement of the MSW curriculum.
       2. Review proposals for revisions of MSW social work courses.
       3. Review proposals for new MSW courses.
       4. Review and approve proposals for graduate certificates.
       5. Develop and evaluate program and graduation policies and procedures.
       6. Present MSW curriculum revisions and proposals to the faculty for approval.
       7. Submit approved course changes and additions to appropriate university and college committees.

iii. **Admissions**
    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.

e. **Diversity**
   i. Membership of this committee will include at least three faculty members, staff, 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**
       2. Recommend policies to the faculty to promote a departmental climate that assumes, accepts, and engages diversity in the pursuit of the department’s mission.
       3. Develop special activities and programs to promote diversity.

f. **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. Promote scholarship opportunities.
       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.
g. 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 complete.

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

Representatives to College Committees (e.g., Curriculum Committee, Faculty Council, Student Affairs, Faculty Development, etc.) 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 By-Laws

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.