

INSTITUTE FOR CLINICAL SOCIAL WORK
ARTICLES OF ACADEMIC GOVERNANCE

The faculty of the Institute for Clinical Social Work (Institute) shall have jurisdiction in all educational matters falling within the scope of the Institute's academic program, including the determination of the curriculum. Proposals, which involve budgetary changes, shall become effective only when the Dean has approved them.

I. The President is chosen from the faculty and/or alumni to represent the Institute in professional and community forums, to support the Board of Trustees in fulfilling their responsibilities, and to provide leadership in all non-academic areas of the Institute. The President is appointed by the Board of Trustees with the advice of the Dean and the Institute Faculty. The President reports to and is evaluated by the Board of Trustees.

The President has the following broad sets of responsibilities:

1. Support the Board of Trustees in fulfilling some of their responsibilities
 - A. Board Development
 - B. Fundraising
2. Develop and foster ICSW's reputation and relationships.
 - A. within the professional and academic communities
 - B. alumni relations
 - C. community relations

II. The Dean is the chief executive officer of the Institute. The Dean has, subject to the supervision of the Board of Trustees, the direction and control of the administrative functioning of the Institute. He/she has control over the hiring and discharge of administrative personnel and appoints the members of the professional staff and all faculty members.

The Dean is appointed or re-appointed by the Board of Trustees (Board), with the advice and consent of the faculty.

The Dean's overall executive responsibilities include:

- A. Financial oversight
- B. Operational oversight
- C. Diversity enhancement
- D. Development, implementation, and oversight of a strategic plan
- E. Oversight of community projects, continuing education programs, recruitment, and funded projects.

- F. Other responsibilities as assigned by the Board of Trustees.

The Dean is the also the administrator of the academic program of the Institute, and is responsible for direction and control of the academic functioning of the Institute.

The Dean's academic administrative responsibilities include:

- A. Implementation of academic policies
- B. Oversight of academic programming
- C. Oversight of the matriculation and the progress of the students
- D. Calling and presiding over regular meetings of the faculty. At least four faculty meetings a year must be held. In the Dean's absence, a faculty member designated by the Dean shall substitute. If none has been designated, the Faculty Advisory Committee shall select a committee member to act.
- C. Curriculum
- D. Faculty assignments and responsibilities
- E. Faculty supervision and evaluation
- F. Appointment and re-appointment of faculty members
- G. Appointment of the Dean of Students, the Director of Doctoral Programs, and any other academic administrators that are deemed necessary for the functioning of the Institute.
- H. Periodic reports to the faculty on the affairs of the Institute.
- I. Other responsibilities that may arise in the course of carrying out his or her duties

III. The Director of Doctoral Programs

The Director of Doctoral Programs (DOD) is appointed by the Dean to assist in the operations and management of the academic programs. Specifically, the DOD assists with the implementation of academic programming, chairs admissions, recruits and supports research faculty, manages the matriculation and progress of the students, and directs the Distance Learning Program.

IV. The Faculty

- A. Membership: The voting faculty of the Institute consists of the Dean and all appointed faculty members.
- B. Appointment: Faculty members are appointed and re-appointed by the Dean with the advice and consent of the faculty.
- C. Faculty Meetings: Faculty meetings, called by the Dean on a periodic basis, consider such matters as are brought before it by the Dean. Any three members of the faculty may, at any time, petition the Dean to call a faculty meeting to consider any academic or educational matter to be brought before the

full faculty. The Dean shall issue a call for such a meeting to be held within two weeks from the time of the receipt of the petition.

D. Responsibilities and Authority: The faculty has jurisdiction in all educational matters falling within the scope of the Institute's academic programs, including the determination of its curriculum. Faculty members are entitled to vote on all proposals brought to the faculty for its consideration.

V. Faculty Committees: Faculty committees act in an advisory capacity and report to the Dean. The Dean serves ex officio on all academic committees.

A. Faculty Advisory Committee

1. Membership: The Faculty Advisory Committee of the Institute shall be composed of six elected members of the faculty. Elected committee members shall serve a three (3) year term. Each year the committee shall elect a Chair from among its six elected members.
2. Election: All members nominated for the Faculty Advisory Committee shall be members of the faculty. Nominations shall be accepted from any voting member of the faculty. Names of all nominees shall be placed on the ballot. In the election, persons receiving the largest number of votes will be declared elected to the vacant committee positions. Voting for Faculty Advisory Committee membership shall be by secret ballot. The nomination and election process shall be initiated and completed by mail prior to the end of the winter/spring semester.
3. Term of Office: Election to the Faculty Advisory Committee is for a term of three (3) years. The term of office shall coincide with the beginning of the fall semester. A member may serve only for two consecutive terms. The terms of office of the members shall be staggered so that two new members are elected each year. If a seat is vacated the faculty shall elect a new member for the unexpired term. If an elected member is absent from three successive regular meetings without an explanation acceptable to the majority of the members, exclusive of the one involved, that seat shall be declared vacated and the faculty shall elect a new member for the unexpired term.
4. Meetings: The committee shall meet at least once during each semester and, by agreement of its members, may meet with greater frequency. The chair calls meetings of the committee as necessary. A special meeting shall be convened upon presentation of a written request signed by any two members of the faculty, or at the request of the Dean. A requested meeting shall be called not later than two weeks from the date the chair receives the request.

5. Quorum: The quorum for a meeting of the Faculty Advisory Committee shall be a simple majority (four members). Should a quorum not be present, the meeting shall be adjourned and called again at the earliest convenient date.

6. Responsibilities and Authority: In carrying out its responsibilities, the Faculty Advisory Committee of the Institute may consider any and all matters relating to the educational policies of the Institute, other than those relating to curriculum. It shall serve as the major formal source of faculty advice to the Dean on:
(a) identification of areas in which a need exists to formulate new policies; (b) re-examination of current policies; the execution of the Institute's policies and program priorities; (d) overall academic resource allocation; (e) faculty personnel matters; and (f) other issues effecting the Institute's academic operations. Since the faculty Advisory Committee is elected by the total faculty to represent it, the committee also has the following specific functions:
 - A. To act on behalf of the faculty as directed by the faculty, and when it is not possible for a quorum of the faculty to be convened in time for urgently needed action.
 - B. To advise the Dean on faculty personnel matters, including:
 - (1) Appointment of new faculty members
 - (2) Re-appointment of faculty members
 - (3) Dismissal and non-retention of faculty members
 - (4) Appointment of chairs to standing committees other than the Curriculum Committee. All committee chairs are to be selected from the faculty.
 - C. To serve as a formal forum for hearing complaints by faculty members regarding personnel or academic policy matters
 - D. To advise the Dean and/or faculty on other matters as it deems appropriate.
 - E. To represent the faculty with the Board of Trustees. The Chair will act as a voting Board member for the length of his/her term.

B. Curriculum Committee

1. Membership: The Curriculum Committee of the Institute shall be composed of the Dean, the Research Practicum Coordinator, the Clinical Practicum Coordinator and the chairs of each of the established sequences.

These members are appointed by the Dean, with the advice and consent of the faculty.

2. Term of Office: Appointment to the Curriculum Committee is for a term of three (3) years. The term of office shall coincide with the beginning of the fall semester. Appointments shall be made in May for the following academic year. If a seat is vacated the Dean shall appoint a new member for the unexpired term. Appointments are made with the advice and consent of the faculty.
 3. Meetings of the Curriculum Committee: The committee shall meet at least once during each semester (excluding summer) and, by agreement of its members, may meet with greater frequency. The chair calls meetings of the committee as necessary. A special meeting shall be convened upon presentation of a written request signed by any two members of the faculty, or at the request of the Dean. A requested meeting shall be called not later than two weeks from the time the chair receives the request.
 4. Quorum: The quorum for a meeting of the Curriculum Committee shall be a simple majority. Should a quorum not be present, the meeting shall be adjourned and called again at the next earliest convenient date.
 5. Responsibilities and authority: The Curriculum Committee is responsible for the curricular mission of the Institute. This mission includes the development, integration and coordination of the Institute's curricular offerings and objectives. In carrying out its responsibilities the Curriculum Committee shall:
 - A. Serve as a major formal source of advice to the Dean on the identification of areas in which a need exists to formulate new policies or re-examine current policies regarding the curriculum
 - B. Initiate recommendations to the sequence committees, as well as consider proposals from the sequence committees, for changes in curriculum.
 - C. Submit all proposed changes to the Dean who will submit it to the full faculty for its approval.
- C. Sequence Committees
1. The Dean, upon the recommendation of the Curriculum Committee, establishes sequence committees.
 2. Each sequence committee shall be responsible for identification of areas in which a need exists make curricular changes related to that sequence. Each committee will make its recommendations to the Curriculum

Committee, who will submit the recommendations to the Dean. The Dean will present the recommendations to the full faculty for its approval.

3. Any faculty member who teaches, consults, or advises in matters related to that sequence shall be a member of that committee. Faculty members may belong to more than one sequence committee. The Dean shall appoint a sequence chair for each sequence, with the advice and consent of the faculty. Sequence committee chairs are appointed for three (3) year renewable terms.

D. Other Standing Committees: All other standing committees are appointed by the Dean with the advice of the Faculty Advisory Committee.

E. Ad Hoc Committees:

1. The Dean may from time to time appoint ad hoc committees composed of faculty members to undertake specifically assigned tasks.
2. The Dean will appoint the chairs of those committees.

VI. Student Involvement: Representation by students of the Institute at faculty meetings, with all privileges except the vote, is herewith provided for; the number of such representatives shall be limited to one per class. All standing and ad hoc committees may have student members. The students may be excluded from the deliberations of any committee at the discretion of the chair of the committee.

VII. Amendments

- A. Any member of the faculty may propose an amendment to these Articles. Such a proposal must be submitted to all faculty at least 30 calendar days prior to the meeting at which changes are to be considered.
- B. To be adopted, a proposed amendment must secure the affirmative vote of two-thirds of the members voting.
- C. These Articles shall be effective immediately upon their adoption by a two-thirds majority of faculty members present and voting at the meeting where they are proposed.