

RULES OF GOVERNANCE

**Approved By**

**Department of Social Work Faculty October 29, 2021**

**El Paso, Texas**

**University of Texas at El Paso Department of Social Work RULES OF GOVERNANCE**

**TABLE OF CONTENTS**

[PREAMBLE 1](#_TOC_250003)

ARTICLE 1: MISSION AND GOALS 1

Section 1: Mission 1

Section 2: Goals 1

ARTICLE 2: SOCIAL WORK FACULTY 2

Section 1: Goals and Objectives 2

Section 2: Functions 4

Section 3: Membership to Social Work Faculty 4

Section 4: Meetings 4

Section 5: Voting 5

ARTICLE 3: COMMITTEES 5

Section 1: Standing Committees 5

Section 2: Ad hoc Committees 5

Section 3: Department Responsibilities 5

Section 4: Role of Department Chair 5

ARTICLE 4: CURRICULUM AND INSTRUCTION COMMITTEE 6

Section 1: Membership 6

Section 2: Functions 6

Section 3: Meetings 6

ARTICLE 5: EVALUATION AND ACCREDITATION COMMITTEE 6

Section 1: Membership 6

Section 2: Functions 7

Section 3: Meetings 7

ARTICLE 6: FIELD EDUCATION COMMITTEE 7

Section 1: Membership 7

Section 2: Functions 7

Section 3: Meetings 8

ARTICLE 7: FACULTY DEVELOPMENT (INCLUDING RETENTION, TENURE AND PROMOTION) COMMITTEE 8

ARTICLE 8: SOCIAL WORK PROFESSIONAL ADVISORY COUNCIL 9

[Section 1: Purpose 9](#_TOC_250002)

Section 2: Membership 9

Section 3: Leadership 9

ARTICLE 9: STUDENT STATUS REVIEW 10

[ARTICLE 11: AMENDMENT OF RULES OF GOVERNANCE 14](#_TOC_250001)

[Section 1: How to amend rules 14](#_TOC_250000)

**University of Texas at El Paso Department of Social Work**

# RULES OF GOVERNANCE PREAMBLE

These Rules of Governance are developed to clarify roles and responsibilities and to establish a framework for faculty governance and participation. We, the Faculty of the Department of Social Work at UTEP, herein after referred to as the "Department," adopt the following rules of governance in order to provide for the orderly functioning of departmental affairs.

# ARTICLE 1: MISSION and GOALS

### Section 1: Mission

The mission of the University of Texas at El Paso Department of Social Work is “to educate culturally competent and community-engaged social work practitioners to provide services and promote social and economic justice in partnership with the unique multicultural, international population of the U.S.-Mexico border region and beyond. The Department of Social Work is dedicated to student success.” Graduates of the respective programs will possess the knowledge, values, and skills to competently and ethically perform social work services with individuals, families, groups, organizations, and communities using best evidence-based practices. The Department is committed to improving social conditions along the U.S.-Mexico border and beyond by promoting culturally responsive practice, social justice, and life-long learning reflecting the values of equity and inclusion.

### Section 2: Goals

The Department is committed to the following goals, which are derived from our mission statement as well as from the Educational Policy and Accreditation Standards set forth by the Council on Social Work Education. The program goals are to:

1. Prepare competent and ethical graduates for advanced generalist social work practice through the provision of content that reflects the knowledge, values, and skills of the social work profession.
2. Prepare competent and ethical graduates who can practice effectively within public and private agencies where they will work with diverse populations and client systems at the micro, mezzo, and macro levels.
3. Prepare graduates for practice within the social and political contexts of the organizations in which they work and for the changing social, economic, and physical environments in the region.
4. Provide an educational foundation with a practicum experience that prepares graduates to become aware of their lifelong responsibility to continue their professional growth and development.
5. Provide leadership in the development of service delivery systems.
6. Produce research and scholarship that further develop social work and interdisciplinary knowledge and promote application of knowledge into practice.
7. Conduct systematic evaluation of program activities that explore ways for continuous renewal, revision, and improvement.

The Department of Social Work Faculty strive to achieve the goals and objectives as written in Article 1.

# ARTICLE 2: SOCIAL WORK FACULTY

### Section 1: Goals and Objectives

Goals and objectives of the Department are congruent with those of the University and College of Health Sciences in terms of the specific expectations for teaching, scholarship, and service. The intent of these goals and objectives includes the following:

* 1. Promotion of excellence in social work education and teaching.
  2. Support for scholarship and research.
  3. Provision of service to the community, state, nation, and international settings.
  4. Increasing opportunities for professional social work education among underrepresented groups.
  5. Facilitation of dynamic interactions among social workers and other human service professionals of the region through community engagement, research and scholarship, and teaching.
  6. Reevaluation of Department goals through committee participation and shared governance process.
  7. : Promotion of excellence in social work education and teaching

To promote excellence in social work education and teaching, the faculty will:

* + 1. Maintain currency in methodology and course content.
    2. Integrate community-engaged scholarship in curriculum.
    3. Promote and participate in professional practice.
    4. Participate in recruitment and retention of excellent faculty with an effort to maintain a diverse faculty.
  1. : Support for scholarship and research

To support scholarship and research, the faculty will:

* + 1. Conduct research studies that add to the body of social work knowledge.
    2. Disseminate research findings.
    3. Perform scholarly activities that may include grant writing, presentations at conferences, and publications.
  1. : Provision of service to communities in the region, state, nation and international settings

To serve communities, the faculty will:

* + 1. Provide expert support and guidance throughout community, state, nation, and international settings.
    2. Collaborate with community agencies for the promotion of social welfare.
    3. Facilitate continuing education for social workers in the community.
    4. Actively collaborate with academic faculty and community partners to promote the mission/goals of the Department and University.
  1. : Increasing opportunities for professional social work education among underrepresented groups

To increase opportunities for underrepresented groups, the faculty will:

* + 1. Focus recruitment efforts on underrepresented groups.
    2. Increase retention and graduation of underrepresented groups.
    3. Actively seek grants and scholarships that lessen financial burden.
  1. : Facilitation of dynamic interactions among social workers and other human service professionals of the region through community engagement, research and scholarship, and teaching.

To facilitate professional interactions, the faculty will:

* + 1. Provide opportunities for continued education for human service professionals through professional development opportunities at the university and in the community, community-engaged research, and professional advisement.
    2. Support and promote social work professional organizations.
    3. Support licensing of social workers.
    4. Support transdisciplinary educational activities and programs.
  1. : Reevaluation of Department goals through committee participation and shared governance processes

To reevaluate Department goals, the faculty will:

* + 1. Conduct periodic examination of the stated goals in relation to the mission of the Department, the College, and the University.
    2. Incorporate significant teaching, scholarship, service, and practice contributions of the faculty in reevaluation of Department goals and program improvement.

### Section 2: Functions

The Social Work Faculty of the Department shall:

1. Have jurisdiction over matters of curricular, educational, and faculty policy affecting the Department within the regulations of the College, University, and the University of Texas System.
2. Receive regular reports from standing and ad hoc committees and engage in dialogue and action related to committee recommendations.
3. Make recommendations to the Chair of the Department concerning business affairs of the Department.

### Section 3: Membership to Social Work Faculty

In processes requiring faculty voting, the voting body shall include:

1. All full-time tenured and tenure-track faculty in the Department of Social Work.
2. All full-time lecturers/clinical faculty in the Department of Social Work. When determined appropriate by the faculty, voting shall also be open to:
   1. Social work practitioners of contract agencies within the El Paso area (El Paso County and surrounding areas).
   2. Adjunct faculty of the Department of Social Work.
   3. Individual members of other departments in the University.

### Section 4: Meetings

1. Department meetings shall be held at least once a month and more frequently as necessary.
2. Special Department meetings may be called at any time by the Chair of the Department of Social Work or the Chair’s assigned designee, and shall be called by the Chair at the request of the majority of full-time tenure/tenure-track and clinical faculty.
3. The Chair of the Department or Chair’s designee shall preside over all Department meetings.
4. A quorum for the conduct of business that requires voting approval at any Department meeting shall consist of at least one-half of the faculty, including at least one full-time tenure/tenure-track faculty and one full-time clinical faculty.
5. Meetings shall be conducted according to the most recently revised edition of *Roberts Rules of Order*, including the documentation and dissemination of minutes for faculty review and approval.

### Section 5: Voting

Voting on all motions made and seconded shall be by open ballot unless a majority of voting members present at the meeting request a secret ballot or an emailed ballot. Policy issues shall be presented to faculty five working days before the voting takes place.

# ARTICLE 3: COMMITTEES

### Section 1: Standing Committees

The standing committees of the Department include the following:

* 1. Curriculum and Instruction
  2. Evaluation and Accreditation
  3. Field Education
  4. Faculty Development (including Retention, Promotion and Tenure)

Each standing committee shall appoint a chair of the committee, responsible for scheduling meetings, compiling agenda items, and facilitating completion of action items. Committees are responsible for making recommendations that will be discussed and voted on by the full faculty.

### Section 2: Ad hoc Committees

The Chair may create ad hoc committees or task forces to handle matters on a temporary basis. Ad hoc committee assignments shall expire with the tenure or discretion of the Chair or at the completion of its charge.

### Section 3: Social Work Professional Advisory Council

The duties and responsibilities of the Social Work Professional Advisory Council are detailed below.

### Section 4: Department Responsibilities

Certain Department matters require the participation of the full faculty. These include admissions and scholarships, student status review, and all department policy decisions.

### Section 5: Role of Department Chair

The Chair shall oversee the faculty committee selection and assignment process. All regular voting faculty shall submit to the Chair, in writing, their interest and willingness to serve on at least two standing committees. If the self-nomination process fails to ensure sufficient membership and expertise, the Chair shall work with faculty to ensure sufficient committee membership.

# ARTICLE 4: CURRICULUM AND INSTRUCTION COMMITTEE

### Section 1: Membership

Membership of the Curriculum and Instruction Committee shall consist of:

1. Up to five faculty members appointed by the Social Work Faculty and/or Department Chair
2. A representative from the Social Work Professional Advisory Council
3. The Department Chair will be an ex-officio member of the committee.

One faculty member shall be appointed by committee members to serve as the committee chair.

### Section 2: Functions

The functions of the committee include:

1. Maintain a process for the systematic development, evaluation and modification of the Social Work curriculum based on the accepted mission, goals, and policies of the Department, the University, and the CSWE.
2. Foster, evaluate, and maintain accreditation standards in curriculum.
3. Develop and modify curricular policies.
4. Review the University catalog bi-annually.
5. Make recommendations related to curriculum changes and improvement to the social work faculty, and follow up on recommendations and decisions made by the Department.

### Section 3: Meetings

The Curriculum and Instruction committee meets at least one time per semester, with the option to call “special” meetings as necessary. Special meetings may be called to discuss and act on issues related to curriculum revision and improvement.

# ARTICLE 5: EVALUATION AND ACCREDITATION COMMITTEE

### Section 1: Membership

Membership of the Evaluation and Accreditation shall consist of:

* 1. The Department Chair
  2. The Coordinator of Bachelor of Social Work Program
  3. The Coordinator of Master of Social Work Program
  4. One Tenure/Tenure-Track Faculty
  5. One Clinical Instructor/Faculty
  6. One Representative of Field Education

One faculty member shall be appointed by committee members to serve as the committee chair.

### Section 2: Functions

The functions of the committee to be overseen by Department Chair include:

1. Maintain a process for the preparation of reaccreditation of the Department of Social Work by CSWE.
2. Collect and aggregate necessary data for CSWE reaccreditation standards (i.e., self-study)
3. Collect and upload CSWE assessment data on the Social Work website on a bi- annual basis
4. Plan and prepare agenda for CSWE site visit for reaccreditation
5. Submit annual CSWE reports
6. Develop a process to maintain ongoing data collection and reporting on an annual basis
7. Submit final documents for CSWE reaccreditation process

### Section 3: Meetings

The Evaluation and Accreditation committee meets monthly on a regular basis to assess program outcomes and inform the Department of those outcomes in order to enhance curriculum.

# ARTICLE 6: FIELD EDUCATION COMMITTEE

### Section 1: Membership

Membership of the Field Education Committee shall consist of:

1. The Director of Field Education
2. The Assistant Director of Field Education
3. The Title IV-E Coordinator
4. Two Field Instructors chosen by the Director of Field Education

One faculty member shall be appointed by committee members to serve as the committee chair.

### Section 2: Functions

The functions of the committee include:

1. Maintain a process for the development of the Field Education Manual.
2. Assist in the process of recruiting and maintaining appropriate Field Placements.
3. Review and modify the Field Manual on an annual basis.
4. Make recommendations to the Director of Field Education for enhancements in field practicum placements.
5. Assist in the recruitment and training of Field Instructors.
6. Consult in the development and modification of the field education curriculum.

### Section 3: Meetings

The Field Education committee meets at least one time per semester, with the option to call “special” meetings as necessary. Special meetings may be called to discuss and act on issues related to field education including changes in the field manual, changes in the field curriculum etc.

# ARTICLE 7: FACULTY DEVELOPMENT (INCLUDING RETENTION, TENURE AND PROMOTION) COMMITTEE

(this section may need work and input by faculty if we are going to have our own criterion)

UTEP consists of a community of scholars and teachers, each of who excels in research or creative activity as well as in teaching, which distinguishes a university from other institutions of higher education. As social work faculty, we are committed to Social Work values and distinguish ourselves to students by service to the community, the profession, and the university. Thus, a faculty member to be considered for promotion and/or tenure should have demonstrated excellence in all these three areas. Current evaluation procedures follow UTEP Handbook of Operating Procedures section 4.4 Appointment, Promotion, Tenure, and Termination guidelines in conjunction with The College of Health Sciences Annual Performance Evaluation (APEs) criteria.

Based on the HoOP 4.4.8.2.6 and 4.4.8.2.7 Since the Department has a role in tenure decision, a committee of at least three tenured faculty (if the Department does not have three, then an appointment will be made of an outside reviewer) will review all tenure applications and make a recommendation to the Department Chair. This is in addition to the College of Health Sciences’ performance evaluation processes.

### Section 1: Membership

Membership of the Faculty Development committee shall consist of:

1. At least three Tenured Faculty for Tenure-Track Faculty reviews.
2. At least three Clinical Instructors/Faculty to review Clinical Instructor/Faculty promotion and reviews

One faculty member shall be appointed by committee members to serve as the committee chair for each subcommittee: Tenure-Track and Clinical Instructor reviews.

### Section 2: Functions

The functions of the committee to be overseen by Department Chair include:

1. Each subcommittee (Tenure-Track and Clinical) will review Annual Performance Evaluations of respective faculty in each ranking and make recommendations for areas of growth for faculty.
2. Make recommendation to the Department regarding department-level tenure and promotion criteria.
3. For Tenure-Track subcommittee, make recommendations for tenure-related decisions.
4. If there are not enough committee members for decision related to certain ranks, faculty from other departments may be recruited to serve in a review role.

### Section 3: Meetings

The Faculty Development committee meets on a regular basis to assess faculty development needs.

# ARTICLE 8: SOCIAL WORK PROFESSIONAL ADVISORY COUNCIL

### Section 1: Purpose

The Social Work Advisory Council is a voluntary and advisory body of individuals committed to the success of the social work students, faculty, and program at The University of Texas at El Paso. The council will provide guidance to the Department about the needs of the community and how the Department might enhance the educational experience to prepare students to address community needs and be successful in their professional social work lives.

### Section 2: Membership

The Social Work Advisory Council will be comprised of a 13 to 16-member body consisting of local community members and representatives from area social service agencies, including but not limited to those that address mental health, substance abuse, immigration, military social work, indigenous populations, health care, child welfare, policy and advocacy, aging, and academic activities.

The council will have ex-officio representation from the UTEP Department of Social Work by the Department Chair, a member of the BSW faculty/clinical instructors, and a member of the MSW faculty/clinical instructors (not counted as part of the member body).

### Section 3: Leadership

The Social Work Advisory Council will elect a chair, vice chair, secretary, and other officers as the committee deems fit for the perusal and completion of the purpose of the council. The officers will serve as the executive committee.

The Executive Committee of the council will be responsible for the setting of the meeting agenda in conjunction with the Department Chair.

The Council Chair will oversee council meetings, represent the council at Department functions, recruit council members, and outreach.

The Vice Chair of the council will take on the responsibilities of the Chair when the Chair is not able to attend/participate in council meetings and assist setting of the meeting agenda, representing the council, recruitment, and outreach.

The Secretary of the council will be responsible for surveying members for and setting council meeting dates, taking minutes during council meetings, distribution of meeting agenda and meeting minutes.

Elections will be held at the second scheduled meeting of the calendar year. Nominations can come from the floor or through self-nomination from an interested individual.

Selection of leadership will come from a simple majority – 50% +1. Elected leadership will serve a three-year term.

### Section 4: Meetings

The Social Work Advisory Council will meet at a minimum quarterly. The committee Chair may convene meetings more frequently if needed. Members will have the opportunity to attend the meeting in person or virtually through a designated meeting or call-in medium to be determined prior to the meeting. Council members are expected to attend 50% percent of the yearly scheduled meetings. Members should notify the council Chair or secretary if they will not be able to attend the scheduled meeting. If members are no longer able to attend meetings, they should seek to have another member of their agency serve as representative to the council rather than removing themselves from the council completely.

# ARTICLE 9: STUDENT STATUS REVIEW

## Preamble

Social work is based on the values of service; social justice; dignity and worth of the person; importance of human relationships; integrity; and competence. Social work students are expected to integrate and demonstrate these fundamental values; to act in accord with the Code of Ethics of the National Association of Social Workers; to adhere to the University of Texas at El Paso Standards for Student Conduct, and other applicable laws and regulations; to perform academically at either an undergraduate or graduate level; and to show appropriate progress in the demonstration of professional social work skills. A faculty member who believes that a student has not met these expectations may file a report online with the Office of Student Conduct and Conflict Resolution (OSCCR). The Office of Student Conduct and Conflict Resolution sees out the University’s processes of resolving behavioral and academic issues with students of concern.

## Section 1: Guidelines

A single discrete episode that violates the Department’s or University’s Standards for Student Conduct, the National Association of Social Work Code of Ethics, or state regulations defining professional misconduct is grounds for review of a student’s status. Also, a pattern of recurring behaviors that are inconsistent with the profession’s expectations is grounds for review.

The following representative list offers examples of the kinds of behaviors that could justify a review of a student’s status. The list is not an attempt to identify every circumstance that would justify a Student Status Review.

1. Does not consistently carry out departmental or practicum responsibilities.
2. Presents frequent personal crises such that tasks, assignments, tests, appointments, and field activities are not completed in a timely manner and/or require rescheduling.
3. Exhibits provocative behavior such that the behavior alienates the student from others, disrupts class or meetings or the flow of work in the practicum agency, or results in repeated complaints from the field instructor, students, faculty, or others in the academic or practicum environment or related agencies.
4. Frequently misinterprets or misrepresents others’ communication or behaviors.
5. Displays frequent attention-seeking behavior, which disrupts the academic or practicum environment.
6. Displays erratic, disorganized, incoherent, or unpredictable behavior.
7. Lacks insight or is unable to perceive the negative consequences of own behavior.
8. Frequently blames others or external factors for failures and difficulties in the academic or practicum environment.
9. Takes the position that the student is justified in having hurt or mistreated another person.
10. Repeatedly fails to plan ahead or is impulsive, causing distress, disruption, or harm to others.
11. Is verbally or physically aggressive toward others.
12. Is disoriented to person, place, or time, such that the school or practicum responsibilities cannot be carried out.
13. Is unable to sustain harmonious school and practicum relationships as exhibited by recurring interpersonal conflicts.
14. Displays intoxication or impairment at the University or practicum agency, due to abuse of psychoactive substances.
15. Displays behavior that results in a consensus among faculty and/or field practicum personnel that the student would present a clear threat to others upon entering the professional field of social work practice.
16. Does not earn grades as required for good academic standing.
17. Is charged with a crime.

These standards for students apply to all aspects of the academic environment, including the field practicum. These offenses fall under the University’s rules and regulations related to student conduct.

## Section 2: Procedure

A faculty member who believes that a student has not met the Department’s expectations or is in violation of the University’s student code of conduct must submit a report to the Office of Student Conduct and Conflict Resolution (OSCCR). Faculty may submit a report at [www.utep.edu/report](http://www.utep.edu/report) regarding the student of concern. In addition to making the report, faculty may submit a written report for review of the student in question with the Department Chair. Should the student in question disagree with the decisions determined by OSCCR, they may appeal the decision following the appeal process described by OSCCR.

# ARTICLE 10: PURCHASING AND FINANCES

### Section 1: Purpose

UTEP has a clear path for managing departmental finances with the management of financial issues needing to be approved by the Department Chair and then through the College’s Dean’s Office. This includes pre-authorization for any travel or access to any type of request for funding.

# ARTICLE 11: AMENDMENT OF RULES OF GOVERNANCE

### Section 1: How to amend rules

The Rules of Governance of the faculty in the Department of Social Work at UTEP may be amended by a vote of two-thirds of the faculty members present who are eligible to vote (as specified in Article 2 section 5) at any meeting of the faculty provided written notice of such proposed action is sent to faculty members at least two weeks prior to the meeting.

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