

**(DRAFT - JULY 17, 1996)**

**UCLA  
DEPARTMENT OF SOCIAL WELFARE**

**By-Laws  
of the  
Faculty  
of the  
Department of Social Welfare**

## **PART I. FUNCTIONS**

1. (A) The Senate Faculty of the Department of Social Welfare shall govern and supervise the Department of Social Welfare, subject to rules and coordinating powers of the Graduate Council, UCLA, respecting graduate study and higher degrees. (Academic Senate Los Angeles Division By-Law 30)

(B) The officers and committees of the Senate Faculty shall take appropriate steps to keep the entire teaching staff informed concerning the affairs of the Department, to enlist their participation in committee work, and to encourage expression of views of the entire staff on matters of policy affecting the Department.

## **PART II. MEMBERSHIP**

2. (A) the Senate Faculty of the Department of Social Welfare shall consist of those members of the Academic Senate designated in Part VII, By-Law 105, of the Los Angeles Division. (E.C. 4.77)

(B) All other persons holding teaching appointments totaling 50

percent or more over the course of an academic year or a combination of teaching plus other professional and/or administrative appointments of 50 percent or more over the course of a minimum of two academic years in the Department of Social Welfare are members of the Non-Senate Faculty.

### **PART III. OFFICERS**

3. The Chair of the Faculty shall be elected by the Senate Faculty for no more than two consecutive one-year terms in the manner prescribed below. The Chair shall preside over all meetings of the Senate Faculty and serve as Chair of the Executive Committee.

4. (A) The Senate Faculty shall meet at such times as it may be determined or at the call of the Chair, or of one-third of its members.

At least one meeting of the Senate Faculty shall be held each quarter.

(B) A combined meeting of the Senate Faculty and Non-Senate Faculty as defined in Article 2B shall be held at least twice during each Academic year. Such combined meetings shall be chaired by the Chair

of the Department.

5. Half of the members in residence shall constitute a quorum.

6. (A) The Order of Business shall be:

I. Approval of Minutes

II. Announcements

III. Reports of committees

IV. Unfinished business

V. New Business

(B) The regular Order of Business may be suspended at any meeting by a two-thirds vote of the members present.

7. The rules of the Faculty may be suspended by vote of the faculty, provided that no more than two voting members present object to such suspension.

## **PART V. COMMITTEES**

8. The Chair of the Senate Faculty and the Chair of the Department shall jointly appoint all MSW and PH.D. committees and heads of any

designated curriculum groups with the approval of the Executive Committee. The Executive Committee shall have the final authority to make all such appointments.

9. (A) There shall be an Executive Committee composed as follows:

I. The Chair of the Department of Social Welfare shall serve as an ex officio member.

II. The Chair of the Senate Faculty shall serve as Chair of the Executive Committee.

III. Two members of the Senate Faculty elected by the Senate Faculty.

IV. One non-senate Faculty member who meets the requirements for such membership as specified in Article 2B, to be elected by the non-Senate Faculty members in the manner specified in Article 13 of these By-Laws.

(B) Members of the Executive Committee shall hold office for one year beginning on July 1, but may be re-elected.

I. The Executive Committee may appoint members to fill any temporary vacancies of two quarters or less occurring in its membership.

II. A special election shall be held for vacancies of three or more quarters.

III. Members so appointed or elected shall serve for the unexpired terms of those whom they replace.

(C) The Executive committee shall monitor and review the rules and polices established by the Faculty, and exercise general supervision of the educational policies and programs of the Department. Within polices established by the Faculty, it shall serve as the planning, coordinating and policy formulation body for the Department, recommending to the faculty such changes in policy and program as may from time to time seem warranted. The Executive Committee's responsibilities include curriculum development and planning, admission, financial aid and academic personnel. In carrying out these functions, the Executive Committee shall:

I. Develop long and intermediate range plans concerning curricula for the MSW and Ph.D. degrees, review existing programs, consider or initiate proposals for change, and approve all new courses.

II. Develop policy and standards for admission and the award of financial aid in the graduate programs. It shall monitor the

procedures of admission and financial aid award to assure their conformity with policies of the Faculty.

III. Appoint a Committee on Academic Personnel composed of three Senate members. The Committee shall report to the Executive Committee on policy issues and shall coordinate the advice of the faculty to the Chair on appointment, retention and promotion of academic personnel. It shall develop procedures for evaluating the performance of academic personnel. It is authorized to appoint ad hoc committees and to receive their reports. The chair of the committee shall review each report or designate a Committee member of appropriate rank to do so in accordance with Senate By-Law 188.

IV. Designate curricula planning groups, appoint task forces and special committees as necessary and appropriate.

(D) The Executive Committee shall meet at the call of the Chair of any three members. It shall hold not less than one meeting during each academic quarter. A majority of the elected members shall constitute a quorum.

(E) In the case of a tie vote, the majority vote of the Senate faculty members on the Executive Committee shall prevail.

10. There shall be a Standing Committee on Doctoral and Advanced Studies, which reports directly to and administers the policies of the Faculty in relation to programs of study leading to doctoral degrees and other programs beyond the MSW. The Chair of the Committee shall be jointly appointed by the Chair of the Senate Faculty and the Chair of the Department. The Chair of the Department and the Chair of the doctoral and advanced studies Committee shall appoint at least three Academic Senate Faculty to serve on this committee for a two-year term of appointment subject to the approval of the Executive Committee.

11. There shall be a Standing Committee on MSW Curriculum, which reports directly to and administers the policies of the faculty in relation to the program of study leading to the MSW degree. The Chair of the committee shall be jointly appointed by the Chair of the Senate Faculty and the Chair of the Department. The Chair of the Department and the Chair of the Committee shall appoint at least three Academic Senate Faculty to serve on this committee for a two-year term of appointment subject to the approval of the Executive Committee.

12. There shall be a Standing Committee on Admission to the MSW

Program, which reports directly to and administers the policies of the Faculty in relation to admission policies and procedures for the MSW program. The Chair of the Committee shall be jointly appointed by the Chair of the Senate Faculty and the Chair of the Department. The Chair of the Department and the Chair of the committee shall appoint at least three Academic Senate Faculty to serve on this committee for a two-year term of appointment subject to the approval of the Executive Committee.

13. (A) Other standing committees and special committees may be established by resolution of the Senate Faculty. Members of the non-senate faculty may be appointed to faculty committees. Only members of the Academic Senate shall serve on committees considering merit or promotion of members of the Academic Senate. (Senate By-law 55).

(B) All committees are expected to announce their meeting schedules and agendas in advance, invite interested faculty to attend these meetings, and to distribute minutes to the faculty.

(C) In the appointment of committees, the executive committee shall solicit the interests and participation of the faculty.

## **PART VI. ELECTIONS**

14. (A) An election for the offices of Chair and members of the Executive Committee shall be held as needed each academic year in the Spring Quarter, but not later than the first Monday in June.

Members elected shall begin their service on July 1.

(B) Notice of Election. Not less than two weeks prior to the date of such election, the Chair of the Faculty will deposit in the University mail addressed to each member of the Faculty the appropriate ballot containing the name of all eligible persons. (Senate regulations 750).

The ballot shall contain a statement of the date by which the same must be returned to the Secretary, that being the date of the election.

(C) The Chair of the Faculty shall follow appropriate procedures to ensure secrecy in voting and to determine the validity of the nominations and of ballots returned.

(D) The Chair shall deliver ballots to the Executive Committee which shall count them and certify the names of those elected.

(E) Candidates receiving the largest number of votes, up to the

number of positions to be filled, shall be declared elected. In case a tie vote precludes election of the required number of officers, a run-off election of the tied candidates will be mailed within one week following the date of the election.

### **PART VII. TERM OF OFFICE**

15. Members of the Executive Committee shall be elected for a one-year term of office.

### **PART VIII. AMENDMENT OF BY-LAWS**

16. These By-laws may be amended or repealed at any regular or special meeting, by a majority vote of members present, provided that written notice of amendment shall have been sent to each member of

the Faculty at least five days prior to the meeting at which the amendment is to be moved. But no amendment shall be made that is inconsistent with legislation of the Academic Senate. (Los Angeles Division By-Law 111)