

STONY BROOK UNIVERSITY
SCHOOL OF SOCIAL WELFARE

BY- LAWS

Adopted May 10, 2017 Updated October 8, 2019

Article I: Shared Governance

We affirm the principle of shared governance; the Dean and the members of the Faculty together are responsible for the leadership of the School.

Section I

The Office of the Dean

A. The Dean

The Dean or his/her designee is charged with administrative oversight of the budget; advancement of the School's reputation within the University, and the larger professional community; maintenance and enhancement of the School's resources and technology; supervision and evaluation of key administrative functions within the School; new program development, appointment of key administrative officers; and determination of all workload assignments. The Dean is a tenured faculty member. The Dean serves at the pleasure of the President or his/her appointee.

The Dean and the Faculty work collaboratively to assess School needs; to develop a broad vision for the School; to establish new initiatives; to design and implement new student programs and services; to recruit appropriate faculty to fill academic and administrative vacancies; to evaluate student and faculty performance; to seek a successful Council on Social Work Education (CSWE) re-accreditation and New York State certification; and, through its Appointment, Promotion and Tenure (APT) Committee, to appoint, reappoint, promote, and secure clinical and tenure track faculty.

B. The Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs is responsible for oversight of the key academic and faculty components of the School. This includes oversight of workload and schedule, supporting faculty scholarship, oversight of faculty committees and ensuring that goals are accomplished, supporting curriculum revision and evaluation; oversight of student assessment and performance review; and certifying that CSWE accreditation standards are implemented successfully, and regularly evaluated. The Associate Dean oversees and coordinates the PhD Director, MSW Director, the BSW Director, and the Director of Field Education. The Associate Dean is encouraged to seek and identify innovations in academic and faculty affairs, and accepts other assignments delegated by the Dean. The

Associate Dean for Academic Affairs is a faculty member and serves at the pleasure of the Dean.

C. The Assistant Dean for Academic Services

The Assistant Dean for Academic Services is responsible for oversight of administrative offices and activity relevant to students and graduates outside of field education, including recruitment and enrollment services; advising; student records; orientation and graduation and other student programming; preparation for licensure; career services; alumni; and other assignments delegated by the Dean. The Assistant Dean for Academic Services is an administrative appointment, and serves at the pleasure of the Dean.

D. Assistant Dean for Administration and Finance

The Assistant Dean for Administration and Finance is responsible for assisting the Dean in preparing annual and multi-year budgets, capital budgets for renovation projects, and for projecting revenue and other reports. The Assistant Dean for Administration and Finance is responsible for implementing SUNY policies and procedures in all personnel actions, supervising and evaluating support staff, executing administrative processes for hiring and evaluation of staff; and advising administration on other personnel matters. The Assistant Dean for Administration and Finance oversees procurement, and assists in identification of vendors and clinical affiliation agreement processes. This individual is responsible for the enhancement and budgetary support of the School's facilities to ensure adequate security, space, equipment, and technical hardware and software. This individual serves in an administrative appointment, accepts other assignments delegated by the Dean, and serves at the Dean's pleasure.

E. The Director of Field Education

The Director of Field Education is responsible for the oversight of the School's Field Education program at both the undergraduate and graduate level, and at both the Long Island and Manhattan sites. Responsibilities include the recruitment, management and on-going supports for all placements, field instructors, and faculty liaisons; the design and implementation of the field education curriculum component; the provision of the orientation and training of students to choose, prepare, and enter placement; the training of field instructors, and faculty liaisons; the maintained of partnership agreements with field agencies; and the integration of field education with other components of the BSW and MSW curricula. The Director collaborates with the Dean and Directors in the planning of administrative aspects of the program and curriculum.

F. Director of Research

The Director of Research is responsible for facilitating the school's research and scholarship mission consistent with the strategic plan of the School and the mission of the broader University. The Director of Research works with the Dean and the faculty to strengthen the School's research infrastructure with the goal of supporting successful recruitment, retention, and promotion of research intensive faculty. The Director of

Research serves as the School's liaison to the Research Departments at the Health Sciences Center and the University, to funding sources, and to other researchers throughout the university and elsewhere. The Director of Research is a faculty member who reports to the Dean and serves at the pleasure of the Dean.

G. The Director of Online Education

The Director of Online Education is responsible for overseeing the development, management, and evaluation of the School's online programs, including hybrid, asynchronous online and live online programs. The Director of Online Education works with the Dean and the faculty to strengthen the School's online infrastructure with the goal of supporting the quality and accessibility of our teaching mission. The Director of Online Education serves as the School's liaison to the various Information Technology departments within the University. This position reports to the Dean of Social Welfare and serves at the pleasure of the Dean.

H. Other Administrative Offices

In accordance with the University, and resource requirements as outlined by the Council on Social Work Education, the School will maintain an Office of Field Education charged with the planning, oversight, and monitoring of student field placements. As the Dean and the Faculty assess School needs and resources, other administrative positions may become necessary.

Section II

The Faculty

Subject to the authority of the Board of Trustees, the Chancellor, the President of the University, the Vice President for the Health Sciences Center, and the governance of the University, there shall be established both a Faculty and a Faculty Senate in the School of Social Welfare. The meeting of the Faculty will be chaired by the Dean and meet at least six times during the academic year. The Faculty Senate shall be chaired by an elected member of the faculty.

The term "faculty" in this document refers to tenured faculty, tenure-track faculty, and clinical faculty who serve in a full time capacity.

The Faculty, is authorized in accordance with Articles VI and X of the policies of the Board of Trustees to participate significantly in the initiation, development, and implementation of Educational, Research and Service programs. In this capacity, the Faculty shall consider itself responsible for, but not be limited to, development of all areas of curriculum in which the faculty participates; research and services programs; continuing review of admissions, academic progress, and academic standing of students. In addition, the Faculty is authorized to give advice and assistance to the Dean of the School of Social Welfare in the following areas: appointments, promotion and tenure of faculty; student affairs; continuing education; and any other area referred to it for its consideration by the University Senate, the Dean and the Vice President for Health Sciences.

The Faculty shall have the power to receive, approve, amend, or reject any policy and procedural recommendations of standing or ad hoc committees by simple majority vote. It may establish such committees of its membership as it may consider desirable in its fulfillment of its responsibilities.

Section III – Meetings

The Faculty shall meet at least six times each academic year at the call of the Dean. Meeting notice and agenda shall be distributed by the Office of the Dean prior to each meeting. Meeting notice shall be distributed at least 5 working days prior to the meeting. Agenda may be modified at the start of the meeting by simple majority vote.

Section IV – Special Meetings

Special meetings may be called by the Chancellor, the President of the University, or the Vice President of the Health Sciences or by petition of one-third of the voting members of the Faculty. The items for the agenda of the Special Meeting must appear on the petition. The Office of the Dean shall send notice of Special Meetings one week prior to the meeting.

Section V – Minutes

Minutes shall be taken by the assistant to the Dean. Copies will be distributed to all members of the Faculty, and shall be presented for approval at the next Faculty meeting. Copies shall be kept by the Office of the Dean and available to members on request. Official minutes of standing and ad hoc committees shall be kept by the Office of the Dean and available to faculty members on request.

Article II: Faculty Membership

Section I

The Faculty shall be composed of all tenured, tenure track, and clinical faculty members holding full time appointments. People who hold clinical appointments at more than 51% but less than full time service may request the right to cast a vote at faculty meetings. The request must be made in writing to the Dean annually, before the start of the fall semester. The Dean will request that the faculty vote on the requests at the first faculty meeting of the year.

Section II – Ex-Officio Membership

The Chancellor, the President of the University and the Vice- President of the Health Sciences Center are ex-officio members of the Faculty without vote.

Section III – Non-Voting Members

The Faculty may invite non-voting members of the School Community or the University; e.g., part-time faculty, adjunct faculty and students not formally elected to the Faculty meeting to serve on committees of the Faculty or to attend Faculty meetings.

Section IV – Quorum

A Quorum shall consist of 51 per cent of the voting members of the Faculty as provided in Section I and II above.

Article III

PLACE HOLDER for FACULTY SENATE

Article IV

Standing Committees of the Faculty

The Faculty shall work with the Dean to coordinate the work of the Standing Committees to ensure that each develops policies that are integrated into and responsive to the overall mission, policies and resources of the School;

The Faculty will also establish sub-committees as needed with the right to appoint other faculty members for service on such committees.

Section I – Names, Composition and Functions of Committees

A. Committee on Professionalism

The School's Committee on Professionalism serves as Advisory to the Dean of the School of Social Welfare. The responsibility of the Committee on Professionalism is to engage in a discussion that helps to resolve the student's situation and work with the student to develop and execute a plan that will allow the student to meet the Conditions for Graduation. It is the responsibility of the student to meet the Conditions. The Committee on Professionalism also considers student grievances.

The Committee on Professionalism will be initiated, constituted, and convened by the Student and their Student Services advisor:

1. At the request of a Student;
2. When the Student has been unable to meet the Conditions for Grade Point Average after two or more semesters;
3. When the Student has been in more than one unsuccessful internship;
4. When the Student has received a failing grade in Field Education or a co-requisite Practice course;
5. When the Student has had a serious violation of the School's Conduct Code; or
6. When a student wishes to register a grievance.

The Committee on Professionalism is chaired by the Assistant Dean for Student Services. The Director of Field Education also serves as a standing member of the Committee. Beyond the Assistant Dean for Student Services and the Director of Field Education, the composition of the Committee is self-directed by the Student in collaboration with their Student Services Advisor and/or Field Faculty Advisor. The Student and the appropriate advisor(s) determine what other members of the School community will be helpful in the discussion. Members of the School community include student peers, faculty members, field liaisons, field instructors, and/or academic advisors. In most situations it is generally helpful to include the Student's Field Liaison and at least one concerned faculty member.

It is understood the Committee on Professionalism is an internal School and/or agency matter and not a legal proceeding. No participant shall be entitled to other advocates external to the School and/or legal representation.

B. Enrollment Management and Student Services Committee

The Enrollment Management and Student Services Committee is responsible for overseeing decisions and procedures for recruitment, admissions and student services to the Undergraduate and MSW Graduate Programs.

1. Composition of the Enrollment Management and Student Services Committee:

The members of this committee shall be:

1. the Assistant Dean for Academic Services, who shall be its chair;
2. the Director of MSW Graduate Program;
3. the Director of the Undergraduate Program;
4. three faculty members selected by the Dean;
5. three students: two graduate (one from SBU site and one from Manhattan site) and one undergraduate student members, to be elected by their respective student organizations.

Ex-officio: The Director of Student Services for the School of Social Welfare

2. Terms of Service:

The three faculty members selected by the Dean shall have terms of one-year term. The term is renewable once by discretion of the Dean. The MSW and BSW Program Directors continue to serve in conjunction with their designated administrative roles in the School of Social Welfare.

3. Purposes and Responsibilities of the Enrollment Management and Student Services Committee:

This committee shall:

- a. recommend to the Faculty general policies and procedures to be followed with respect to recruitment, admissions, and student services for the undergraduate and MSW graduate programs;
- b. review the implementation of approved policy and procedures regarding recruitment, admissions, retention, and student services; develop a recruitment and retention plan and oversee its implementation;

C. Equity Diversity and Inclusion Standing Committee

The School of Social Welfare's Equity Diversity and Inclusion Standing Committee (EDISC) aims to cultivate and sustain an inclusive School of Social Welfare at Stony Brook University. The committee's primary goal is to ensure that the school community is a welcoming and inclusive environment for all which challenges injustice. The committee is charged with ongoing assessment of school climate around issues of equity, diversity, and inclusion and recommends strategies to address inequities. We view our students, faculty, and staff as ambassadors for fundamental freedoms, social justice and respect for the differences of others. The committee is comprised of representatives from all areas (faculty, staff, student services, field education) and includes representation from both the BSW and MSW student body.

D. Appointment, Promotion and Tenure Committee

The Academic, Promotion, and Tenure (APT) Committee is responsible for procedures related to appointment, reappointment, promotion and tenure of Clinical, Tenure-Track and Tenured Faculty.

1. Composition of the APT Committee: The Chairperson will be a tenured faculty member appointed by the Dean with the advice and consent of the tenured faculty; five additional full time faculty members, two tenured faculty members at the Associate or Professor level, and three clinical Associate Professors or Professors who shall be elected at the end of the Spring semester. No more than five APT members will vote on any appointment, depending on whether the candidate is a member of the clinical or tenure track faculty. Committee members who are voting must be at a higher academic rank than the faculty member whom they are reviewing.

For decisions of appointment with tenure and/or promotion, the Chairperson will convene a sub-committee of the elected APT Committee comprised of three Tenured Faculty members (including the Chairperson), and two Clinical Faculty members to be chosen from the three members by drawing straws. For decisions of promotion for Clinical Faculty, the Chairperson will convene a sub-committee of the elected APT Committee comprised of three Clinical Faculty members and two Tenured Faculty members (including the Chairperson). The two sitting tenured faculty members will draw straws to determine which of them will serve in the promotion of a Clinical Faculty member. If a member of the APT Committee is under review, they will recuse themselves from service.

2. Terms of Service: Members of the APT committee will serve 3-year terms. Terms will be staggered commencing with a drawing of straws to determine which members will rotate off in the first and second years.

3. Purposes and Responsibilities of the APT Committee: The responsibilities of the APT Committee are to coordinate all activities associated with appointment and promotion decisions; assure compliance with all APT policies and procedures; work on a consultative and advisory basis with the Dean and candidates for appointment and promotion; and

organize and conduct meetings of eligible faculty of the School of Social Welfare for initial academic review for appointment, reappointment, promotion and tenure.

E. Curriculum Committee

The faculty will be organized into a curriculum committee that shall plan, implement and oversee the School's undergraduate and graduate educational programs in congruence with the School's mission and the programs' goals.

1. Composition of the Curriculum Committee

The members of this committee shall be:

- a. the Director of Field Education who will serve as Co-chair;
- b. a Faculty member selected by the Dean who shall also serve as its Co-chair;
- c. three students: two graduate and one undergraduate student members, to be selected by their respective student organizations.
- d. two MSW faculty and one BSW faculty member will be formally elected at the first faculty meeting. A poll to elect the faculty members will be conducted during the week before the first faculty meeting.
- e. the Associate Dean for Academic Affairs, the Director of MSW Graduate Program, the Director of the Undergraduate Program, and the Director of Student Services will serve as ex-officio on the committee.

2. Terms of Service:

The faculty co-chair of the Committee selected by the Dean shall have a term of 3 years. The term is re renewable once by discretion of the Dean. Elected members shall serve one- year terms.

3. Purposes and Responsibilities of the Curriculum Committee:

This committee shall:

- a. provide oversight to ensure that the curricula are consistent with the School's mission, currency and ability to meet the School's goals
- b. oversee the curricula goals of the undergraduate and MSW graduate programs of the School of Social Welfare to ensure appropriate consistency across the two programs
- c. ensure compliance of the curricula with the CSWE standards for accreditation
- d. Coordinate and respond to Curriculum Assessments for purposes of Re-accreditation
- e. review requests from the undergraduate and MSW graduate program committees for major changes in curricula or academic program changes originating in the MSW and BSW Program Committees

- f. consider changes proposed by the MSW and BSW Program Committees the curricula that may be necessary to meet the stated goals and make recommendations to the Dean, to the Executive Committee, and the Faculty Senate. Such changes may include: course or departmental offerings or requirements; academic pathways; sequencing of courses; time allocations for courses; academic calendar; etc.
- g. provide oversight regarding educational policies and procedures approved by the Faculty Senate; and review proposals for new courses and elimination of courses.
- h. Review recommended changes in sequences and/or specialization requirements

4. Responsibilities of the Curriculum Committee Co-chairs:

- a. At least one of the co-chairs of the Curriculum Committee shall attend the MSW and BSW Program Committee meetings to provide support, consistency and serve as liaisons to the Curriculum Committee.

5. Scheduling of the Curriculum Committee

- a. The Curriculum Committee will meet once each semester in the 3rd month of the semester.
Agenda items must be submitted by the Graduate and Undergraduate Program Directors at least three weeks prior to the scheduled Curriculum Committee each semester.

F. Doctoral Program Committee

The Doctoral Program Committee is responsible for overseeing the doctoral program and advising the doctoral program director on matters related to the program.

1. Composition of the Doctoral Program Committee:

The members of this committee shall be:

- 1. the Director of the PhD Program, who shall be its chair;
- 2. the Associate Dean for Academic Affairs;
- 3. the Director of MSW Graduate Program;
- 4. three faculty members who are involved in the doctoral program through teaching, dissertation supervision, or doctoral student mentorship, to be selected by the Dean in consultation with the Director of the PhD program
- 5. two doctoral students to be selected by their fellow doctoral students.

2. Terms of Service: The three faculty members selected by the Dean shall have terms of 3 years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

3. Purposes and Responsibilities of the Doctoral Program Committee:

This committee shall:

- a. plan the doctoral program curriculum and recommend same to the Executive Committee for coordination and the Faculty Senate for approval;
- b. recommend to the Faculty Senate policies and procedures to be followed with respect to the doctoral program curriculum, academic standing, and such other educational matters as appropriate to doctoral graduate education on the campus of Stony Brook University;
- c. review the implementation of approved policy and procedures regarding the doctoral program;
- d. regularly and systematically review and evaluate the doctoral curriculum;

G. Field Education Committee

The Field Education Committee is responsible for reviewing and evaluating policies involving Field Education.

1. Composition of the Field Education Committee:

The members of this committee shall be:

1. the Director of Field Education, who shall be its chair;
2. the faculty members of the Field Education office;
3. one faculty member selected by the Dean (or Field Education director?);
4. three students: two graduate and one undergraduate student members, to be selected by their respective student organizations.
5. five community agency representatives with MSW graduate-level placements
6. three community agency representative with undergraduate-level placements

2. Terms of Service: The one faculty member selected by the Dean in consultation with the Director of Field Education shall have a term of 3 years. The term is renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative

titles in the School of Social Welfare.

3. Purposes and Responsibilities of the Field Education Committee:

This committee shall:

- a. recommend to the Faculty Senate policies and procedures to be followed with respect to field instruction;
- b. review the implementation of Faculty Senate approved policies and procedures that affect Field Instruction;
- c. plan undergraduate and MSW graduate field curricula in concert with the Curriculum Committee;
- d. regularly and systematically review and evaluate field curriculum (including quality of agencies and field instruction), conduct issues, and student grievance issues.

H. MSW Graduate Program Committee

The MSW Graduate Program Committee is responsible for overseeing the MSW graduate program and advising the MSW graduate program director on matters related to the program. The MSW Graduate Program Committee is responsible for establishing sub-committees of sequences and specializations to carry out the more detailed work of developing syllabi, assignments, bibliography, and elective content. The MSW Graduate Program Committee oversees the work of any established sub-committees. The MSW Graduate Committee will seek approvals from the Curriculum Committee for curriculum requirement changes, new courses, and accreditation compliance.

1. Composition of the MSW Graduate Program Committee:

The members of this committee shall be:

1. the Director of the MSW Graduate Program, who shall be its chair;
2. the Director of Field Education;
3. faculty members who serve as the sequence chairs in the MSW program
4. three MSW program students to be selected by their student organization.

The Director of Student Services is ex-officio on the committee.

2. Terms of Service: Members of the committee serve in conjunction with their designated roles as directors or sequence chairs.

3. Purposes and Responsibilities of the MSW Graduate Program Committee:

This committee shall:

- a. plan the MSW graduate program curriculum and recommend same to the Executive Committee for coordination and the Faculty Senate for approval;
- b. recommend to the Faculty Senate policies and procedures to be followed with respect to the MSW graduate program curriculum, academic standing, and such other educational matters as appropriate to graduate education on the campus of Stony Brook University;
- c. review the implementation of approved policy and procedures regarding the MSW graduate program;
- d. regularly and systematically review and evaluate the MSW graduate curriculum;
- e. submit to the Curriculum Committee, for approval, proposals for major changes in the MSW graduate program curriculum or program of study.

4. Sequence Chairs:

The MSW Program required curriculum includes several course sequences. Sequences have a Sequence Chair (SC) who oversees the sequence content, faculty, and delivery. The SC role is intended to ensure and support consistency across sequence sections and sequence courses. The sequence chairs from the various sequences are expected to meet together to coordinate, integrate, and reinforce content that results in a cohesive curriculum.

a. Role of the Sequence Chair

The role of the SC includes the following components:

- The SC serves as the main point of contact for faculty members teaching in the sequence regarding all aspects of teaching, including but not limited to course content and delivery, classroom management and student concerns.
- Regarding student concerns, the SC primarily serves to guide instructors, communicate about and route the student issues to the appropriate faculty/staff. In most cases, it is not the role of the SC to solve the student issues. If the nature of the student concern is in relation to specific aspects of the course (such as grading, assignment/exam submission expectations, etc.), the SC may be the appropriate person to address the issue because it requires consistency across the sequence sections. For many student concerns, the SC may guide the instructor to contact the student's advisor and program director, and in some situations, the Assistant Dean for Academic Services.

- The SC is responsible for constructing and updating the sequence courses.
- The SC develops and maintains the syllabi for courses in the sequence, including mapping course content to CSWE competencies.
- The SC is responsible for consistency and adherence to the competencies in the delivery of the course.
- The SC distributes the syllabi to all the faculty members who are teaching in the sequence.
- The SC ensures that books are identified and entered into the book order system for each semester. In addition, the SC is responsible for coordinating with the appropriate SSW support staff person to order desk copies for the sequence faculty.
- The SC ensures that all course materials (articles, readings, assignment instructions, review materials, etc.) are available to instructors for upload to the Blackboard site.
- The SC provides course materials to new and continuing adjunct faculty teaching on the sequence.
- The SC develops quizzes, tests, exams and paper/project assignments for use across all sections of the sequence.
- If relevant, the SC coordinates electronically administered quizzes/exams, including reserving the computer room for exam administration for all sequence sections.
- The SC has regular contact with the sequence faculty through e-mails, phone calls, and meetings. It is expected that the SC meet with the sequence faculty (as a group) several times per semester, either in person or through virtual technology.
- The SC maintains communication with the MSW program director regarding ideas, questions, concerns, and feedback related to the sequence and the faculty teaching in the sequence.
- The SC is a member of the MSW Program Committee.
- The SC will communicate with the BSW program director in order to coordinate with the BSW lead instructors who are teaching parallel courses/course content to the MSW sequence. For example, the SC for Research will coordinate with the BSW lead instructor regarding research content in the research courses in both programs.

b. Appointment and Term of Sequence Chairs

Designation of Sequence Chairs is proposed by the MSW Program Director and brought for approval to the MSW Program Committee. Sequence Chairs are chosen with consideration for their knowledge and understanding of the sequence content, as well as their capacity to perform the administrative functions of the role. It is discouraged to appoint Assistant Professors on a tenure-track as Sequence Chair prior to their mid-term (3-year) review. Special consideration role assignment will also be given to faculty members with significant research responsibilities.

Sequence Chairs serve a 3-year term and may be re-appointed to the position by the MSW Program Committee for up to two additional terms. Sequence Chairs may

request not to be re-appointed, and such requests should be taken into consideration in the choice of Sequence Chair.

In the event that a Sequence Chair is not fulfilling the role in a repeated and or significant manner, the MSW Program Director may recommend that a Sequence Chair be removed from their appointment during mid-term of their appointment. Such a recommendation would be brought to the Associate Dean for Academic Affairs for consultation and to the Dean for final determination.

c. Workload Implications for Sequence Chairs

It is expected that Sequence Chairs teach at least one section of the sequence during the academic year. In recognition of the work done by Sequence Chairs, each will receive one percent (1%) of salary discretionary bonus each academic year for that years' service whenever such funds are made available by contract.

I. Undergraduate Program Committee

The Undergraduate Program Committee is responsible for overseeing the Undergraduate Program and advising the undergraduate program director on matters related to the program. From time to time the Undergraduate Program Committee may establish sub-committees to do the more detailed work of developing syllabi, assignments, bibliography, and elective content. The Undergraduate Program Committee oversees the work of any established sub-committees. The Undergraduate Committee will seek approvals from the Curriculum Committee for curriculum requirement changes, new courses, and accreditation compliance.

1. Composition of the Undergraduate Program Committee:

The members of this committee shall be:

1. the Director of the Undergraduate Program, who shall be its chair;
2. four faculty members, at least two of whom teach in the undergraduate program, selected by the Dean in consultation with the Undergraduate Program Director
3. three undergraduate program students selected by their respective student organization.
4. Director of Field Education or their designee
5. The Director of Student Services is ex-officio on the committee.

2. Terms of Service: The four faculty members selected by the Dean in consultation with the Undergraduate Program Director shall have terms of 3

years. The terms are renewable once by discretion of the Dean. Other members of the committee remain in term in conjunction with their designated administrative titles in the School of Social Welfare.

3. Purposes and Responsibilities of the Undergraduate Program Committee:

This committee shall:

- a. plan the undergraduate program curriculum;
- b. recommend to the Curriculum Committee policies and procedures to be followed with respect to undergraduate program curriculum, academic standing, and such other educational matters as appropriate to undergraduate education on the campus of Stony Brook University;
- c. review the implementation of approved policy and procedures regarding the undergraduate program;
- d. regularly and systematically review and evaluate the undergraduate program curriculum;
- e. submit to the Curriculum Committee, for approval, proposals for major changes in the undergraduate program curriculum or program of study.

J. Executive Committee

The Executive Leadership Committee is responsible for providing consultation to the Dean regarding matters related to the School of Social Welfare.

1. Composition of the Executive Leadership Committee: The Executive Committee shall consist of the Dean, the Associate Deans, Assistant Deans, the Directors of the Ph.D., M.S.W. and Undergraduate Programs, the Director of Field Education, and the Director of Communication and Events. Faculty, staff and students may submit agenda items for the Faculty Senate to the Executive Committee.

2. Purposes and Responsibilities of the Executive Leadership Committee: The Executive Committee responsible for carrying out the mandate of the Faculty Senate and for interpreting these policies in the day-to-day operation of the School. In addition, the Executive Committee shall work with the Dean to assure efficient administrative functioning of the School.

The Executive Committee will:

- (1) Assist the Dean in making administrative decisions affecting the School;
- (2) implement the policies of the Faculty Senate and propose policies as needed subject to Faculty Senate approval;

- (3) assist the Dean in defining administrative procedures to implement these policies;
- (4) coordinate the work of the Standing Committees to ensure that each develops policies that are integrated into and responsive to the overall mission, policies and resources of the School;
- (5) Establish sub-committees as needed with the right to appoint other faculty members for service on such committees.

Section III – Officers

- A. Chairs of committees shall be appointed by the Dean where otherwise not designated by role, with the advice and consent of the Faculty Senate.
- B. Chairpersons shall direct and coordinate the activities of their committees.
- C. Chairpersons shall be administratively responsible to the Dean and the Faculty Senate for the work of the committees.

Section IV – Meetings, Notices and Minutes

- A. Each standing committee will meet as required
- B. Notice of meetings shall be sent to each member by the Chair at least three working days prior to the meeting. Minutes shall be kept of all meetings and distributed to the members.

Section V – Quorum

A simple majority of the members of a committee shall constitute a quorum.

Article VI: Student Organizations

Students may organize themselves any way they choose, and for whatever functions they choose within the spirit of the Mission of the School and shall establish their own Bylaws. However, for representation on School-wide bodies, student organizations must:

- A. Be open to all students
- B. Elect officers and representatives at meetings open to all students
- C. Post notices publicly at least one week in advance of all meetings

D. Set meeting times so as to maximize participation

Article VII: Amendments

These by-laws may be amended by a two-thirds vote of the entire Faculty following discussion at two Faculty Senate meetings at least two weeks apart.