

**CONSTITUTION
OF THE SCHOOL OF SOCIAL WORK
KING'S UNIVERSITY COLLEGE
At Western University**

FEBRUARY 2017

Approved by College Council February 2017

Article I: Mission Statement

The Mission of the School of Social Work at King's University College at Western University is to provide a learning environment characterized by excellence in social work education directed toward developing and fostering ethical and competent professional practitioners at both the beginning and advanced levels who identify and address the interrelatedness of human needs, social structures and oppressive conditions in their practice with diverse populations. The School's mission statement is in accord with the standards set by the Canadian Association for Social Work Education (CASWE).

Article II: Membership of the School of Social Work

The School of Social Work, King's University College, includes all full-time and part-time faculty, cross-appointed faculty, professors emeriti(ae), the Coordinator of Field Education, the Manager of Academic and Administrative Affairs, the MSW Practicum and Program Liaison, Staff Members, BSW and MSW Students. Community constituents include but are not limited to Social Work Alumni, the King's Field Education Advisory Group, Field Instructors, and other community members that may be called upon at the discretion of the Director and the Council of the School of Social Work.

Article III: Council of the School of Social Work

There shall be a Council of the School of Social Work.

1. Responsibilities of the Council of the School of Social Work

Acting within the framework of the Senate of Western University and the mandate and regulations of King's University College, the Council of the School of Social Work:

- 1.1. Shall exercise responsibility for approving and recommending to the Director matters related to the development, implementation, and maintenance of academic and field education policies. Such policies shall normally be submitted through the Council's committee structure.
- 1.2. May, through the Director of the School of Social Work, make recommendations to the College's Principal, Academic Dean, Associate Academic Dean, Vice-Provost and Associate Vice-Provost of the School of Graduate and Postdoctoral Studies, and other bodies within the College, the University, and whenever appropriate, external bodies in the community (e.g., practicum agencies) on academic and/or administrative matters pertaining to the teaching faculty, students, and programs.

- 1.3. May make budgetary requests to the Director of the School of Social Work.
2. Membership of the Council of the School of Social Work
 - 2.1. All faculty members who hold a full-time appointment in Social Work are considered members of the Council of the School of Social Work and shall have voice and vote. The term “full-time appointment” is understood to include:
 - 2.1.1. All tenured faculty;
 - 2.1.2. All faculty on probationary contracts;
 - 2.1.3. Faculty on limited-term contracts who teach a full course-load; and
 - 2.1.4. Full-time faculty who teach in Social Work and are cross-appointed with another discipline.
 - 2.2. Faculty members on any type of leave from the College but satisfy the conditions noted above in 2.1.1, 2.1.2, 2.1.3, and 2.1.4 above (unless excluded by the conditions of the leave) are understood to retain all rights of membership in the School of Social Work during the course of their leave.
 - 2.3. The Coordinator of Field Education shall have both voice and vote.
 - 2.4. The Manager of Academic and Administrative Affairs shall have both voice and vote.
 - 2.5. The MSW Practicum and Program Liaison shall have both voice and vote.
 - 2.6. Other persons from time to time may be invited by the Council through the Director to attend and contribute to Council proceedings.
3. Structure of the Council of the School of Social Work
 - 3.1. The Director of the School of Social Work shall normally be the Chairperson of the Council of the School of Social Work.
 - 3.2. The Graduate Program Coordinator shall assume the chair if the Chairperson is absent or vacates the chair temporarily.
 - 3.3. A Program Assistant from the School of Social Work shall serve as Recording Secretary.
 - 3.4. There shall be four Standing Committees:
 - 3.4.1. Admissions;
 - 3.4.2. Curriculum;
 - 3.4.3. Field Education;
 - 3.4.4. Diversity and Equity
 - 3.5. Constituent members in the four Standing Committees may be selected from the following groups as set out in the Terms of Reference for each Standing Committee:
 - 3.5.1. BSW Student Representatives. These shall be elected by the Social Work Students’ Association (SWSA) according to the following criteria:
 - 3.5.1.1. The BSW student representatives must be enrolled in Year 3 or 4 of the professional BSW program.
 - 3.5.1.2. Student representatives must have met the admission and/or progression requirements as stated in the Western Calendar.
 - 3.5.1.3. The term of office of the BSW student members shall commence on the last day of classes of each academic year, or when the new elections have been held by SWSA.
 - 3.5.1.4. Names of all representatives shall be provided to the School prior to the first meeting of the Standing Committee concerned, or by September 30th of each year, whichever is earliest.
 - 3.5.2. MSW Student Representatives, one each from the 2-year MSW program and 1-year MSW program.

- 3.5.2.1. Names of all representatives shall be provided to the School prior to the first meeting of the Standing Committee concerned, or by September 30th of each year, whichever is earliest.
 - 3.5.3. Duly elected representatives of the OASW-Western Branch, name to be provided to the School by September 1st of each year.
 - 3.5.4. One representative of the Social Work Alumni, selected by the Director, to be determined by September 1st of each year.
 - 3.5.5. One representative of the King's Field Education Advisory Group, selected by the Coordinator of Field Education, and name provided to the School by September 1st of each year.
 - 3.5.6. Other community representatives or Members of Staff may be appointed by the Council of the School of Social Work to the Standing Committees with the approval of the Director.
- 3.6. There shall be constituted from time to time with prior approval of the Council of the School of Social Work:
- 3.6.1. *Ad hoc* committees as needed;
 - 3.6.2. Task Forces as needed; and
 - 3.6.3. Any other such bodies as needed.
- 3.7. Duties of the Standing Committees and their Chairpersons shall be set forth in their respective Terms of Reference.
4. Meetings of the Council of the School of Social Work
- 4.1. The Council of the School of Social Work shall meet formally one time per month from September until June. Additional meetings may be called either at the discretion of the Director or at the written request of at least five members of the Council. Normally, notice of meeting, agenda and related materials shall be circulated to all members of the Council at least three business days in advance of a proposed meeting, excluding weekends and holidays.
 - 4.2. Minutes of all meetings shall be kept, and copies distributed to all members of the Council of the School of Social Work, the Academic Dean, and the Principal of King's University College. Minutes shall record all actions and policies adopted by the Council.
 - 4.3. Fifty per cent of the membership of the Council of the School of Social Work shall constitute a quorum provided that at least half the quorum is composed of full-time faculty members.
5. Conduct of Meetings
- 5.1. The rules contained in the most recent edition of *Bourinot's Rules of Order* shall govern the Council of the School of Social Work, its committees, task forces and similar bodies.
 - 5.2. Council shall have the right to move *in camera* or during a meeting to move *in camera*. The conduct of meetings shall conform to the following conditions:
 - 5.2.1. Members of Council shall have the right to attend all meetings and to speak during meetings.
 - 5.2.2. Observers shall not have the right to speak unless invited to do so by the Chairperson. Under no circumstances shall observers have the right to vote. With Council meets *in camera*, observers must withdraw.
 - 5.3. *In camera* meetings shall be conducted under the following conditions:
 - 5.3.1. A meeting may be held *in camera* by the ruling of the Council prior to the meeting; this ruling shall be communicated in the notice of the meeting.
 - 5.3.2. The Council may move *in camera* in the course of the meeting by an affirmative vote by the majority of members present.

- 5.4. If the number of members during any meeting falls below the quorum the meeting shall continue unless there is a challenge from the floor, in which case the meeting shall be adjourned.

Article IV: Director of the School of Social Work

1. Responsibilities of the Director

- 1.1. The Director of the School of Social Work shall be responsible for general administration of the School including curriculum, policy implementation, budget, other financial matters, extra school relationships, and other responsibilities as outlined for department chairs at King's University College.
- 1.2. The Director shall be responsible to the Vice-Provost and Associate Vice-Provost of the School of Graduate and Postdoctoral Studies at Western University on matters related to the MSW program.

2. Selection of the Director

- 2.1. A Selection Committee shall be composed of the Academic Dean (Chair), all members of the Council of the School of Social Work, one full-time faculty member from a department at King's other than the School of Social Work elected by Faculty Council, one BSW student elected by the Social Work Students' Association, one student from each of the 2-year and 1-year MSW programs selected by the Council of the School of Social Work, and one representative of the professional social work community selected by the Council of the School of Social Work.
- 2.2. The Selection Committee shall be struck by the Academic Dean at the March meeting of Faculty Council in the year prior to the year in which the current Director's term will be completed.
- 2.3. The term of the Director will normally be five years, renewable for a second term.

3. Review Committee for the Director

- 3.1. If the Director is seeking another term, a Review Committee with the same composition as the Selection Committee above in 2.1 shall be struck at the March meeting of Faculty Council at the March meeting of Faculty Council in the year prior to the year in which the Director's term is completed. This committee shall report to the Principal no later than October 1 of the same year.
- 3.2. The Review Committee may invite written comments from King's faculty, social work students, and members of the professional community as part of its deliberations. Such written comments, with signatures deleted, shall be made available to the Director who shall be given an opportunity to respond in writing to the Review Committee.

Article V: Graduate Program Coordinator

1. Responsibilities of the Graduate Program Coordinator

- 1.1. The Graduate Program Coordinator of the School of Social Work shall be responsible for the overall functioning of the MSW program including evaluating MSW applicants, serving as academic advisor to students in the program, serving on the Field Education, Admissions, and Curriculum Committees and representing the School of Social Work on Western University School of Graduate and Postdoctoral Studies committees.

- 1.2. The Graduate Program Coordinator shall be responsible to the Director of the School of Social Work.
2. Selection of the Graduate Program Coordinator
 - 2.1. A selection committee shall be composed of the Director of the School of Social Work, all members of the Council of the School of Social Work, one student from the 2-year MSW program, one student from the 1-year MSW program, and one representative from the professional social work community selected by the Council of the School of Social Work.
 - 2.2. The term of the Graduate Program Coordinator will normally be three years, renewable.
 - 2.3. Should there be no internal candidate appointed the Director will assume the responsibilities of the position, together with any compensation or course load reduction associated with it.
3. Review Committee for the Graduate Program Coordinator
 - 3.1. If the Graduate Program Coordinator is seeking another term, a Review Committee with same composition as the Selection Committee noted above in 2.1 shall be struck at the March meeting of School Council in the year prior to the year in which the Graduate Program Coordinator's term is completed. This committee shall make a recommendation regarding renewal to School Council no later than October 1 of the same year.
 - 3.2. The Review Committee may invite written comments from King's faculty, social work students, and members of the professional community as part of its deliberations. Such written comments, with signatures deleted, shall be made available to the Graduate Program Coordinator who shall be given the opportunity to respond in writing to the Review Committee.
 - 3.3. Should there not be a recommendation to renew the term of the incumbent; a Selection Committee will immediately be struck.
 - 3.4. Should there be no internal candidate appointed the Director will assume the responsibilities of the position, together with any compensation or course load reduction associated with it.

Article VI: Responsibilities of the School of Social Work

1. Academic Planning
 - 1.1. The School of Social Work shall conduct regular and on-going reviews of its BSW and MSW program offerings, and academic and field education practices in accordance with the requirements and standards of the School of Social Work, King's University College, the School of Graduate and Postdoctoral Studies and the Senate of Western University, and the Canadian Association for Social Work Education (CASWE).
 - 1.2. Recommendations and modifications of academic programs, including proposals for adding, modifying and dropping courses, shall normally originate with the Curriculum Committee.
 - 1.3. Recommendations for the modification of the Practicum shall normally originate with the Field Education Committee.
 - 1.4. Changes with regard to Admissions policies and procedures shall normally originate with the Admissions Committee.
 - 1.5. Recommendations for the modification of policies and procedures for the international component shall normally originate with the Curriculum Committee.
 - 1.6. Changes with regard to policies and procedures related to diversity and equity shall normally originate with the Diversity and Equity Committee.
2. Budgetary Planning

- 2.1. On or before October 1 of each year, the Director shall solicit budgetary requests from Faculty members. These requests shall be used by the Director in formulating a budget submission which shall be available for faculty information.
 - 2.2. As the process of budgetary planning proceeds beyond the level of the School of Social Work, it shall be the responsibility of the Director to keep the School informed of developments which may affect the Social Work programs.
3. Appointments, Promotions and Tenure
- 3.1. There shall be an Appointments, Promotion and Tenure Committee as required to consider all applications for appointment, appointment renewal, promotion and tenure, and to make recommendations to the Director who shall forward recommendations with their comments to the Appointments, Promotion and Tenure Committee of King's University College.
 - 3.2. The School's Appointments, Promotions and Tenure Committee shall normally be comprised of all full-time faculty with probationary, tenured, or renewable limited-term appointments; and cross-appointed faculty with probationary, tenured, or renewable limited-term appointments whose primary academic unit is Social Work.
 - 3.3. All members shall have voice and vote (subject to exclusion for conflict of interest) on all matters of appointment; however, in matters of appointment renewal, promotion, or tenure, all members shall have voice but only full-time tenured faculty shall have vote.
 - 3.4. In matters of appointment the School's Appointments, Promotion and Tenure Committee shall also include, with voice and vote, the Coordinator of Field Education or their designate; one BSW student selected by the Social Work Students' Association and one MSW student selected by the Graduate Program Coordinator or designate, from among students who volunteer for membership.
 - 3.5. In matters of appointment, the Appointments, Promotion and Tenure Committee shall establish a hiring subcommittee to interview candidates shortlisted by the Appointments, Promotion and Tenure Committee. The Hiring Sub-Committee shall report back with recommendations to the Appointments, Promotion and Tenure Committee, for final recommendations to the Director.
 - 3.5.1. The Hiring Sub-Committee shall be comprised of four full-time faculty members to be determined by the Appointments, Promotion and Tenure Committee, the Coordinator of Field Education or their designate, the BSW and MSW students appointed to the Appointments, Promotion and Tenure Committee for matters of appointment, and the Director, who shall serve as chair.
 - 3.5.2. While all members of the Hiring Sub-Committee may provide input into the committee's deliberations, only those members who attend all of the short-listed candidates' lectures and interviews may vote on any matters being recommended to the Appointments, Promotion and Tenure Committee. (Note: In extraordinary circumstances, members who cannot attend the lectures, but are able to view recordings of the lectures may retain their right to vote on matters being recommended to the Appointments, Promotion and Tenure Committee.)

Article VII: Faculty

1. Responsibilities of Faculty

- 1.1. Normally, duties of the faculty members of the School of Social Work are those set forth in the King's University College *Conditions of Appointment for Faculty*. In addition, social work faculty have duties related to the operation of the School of Social Work as a professional program and to the field education component of the social work programs set out in the *Field Education Manual*.
- 1.2. Faculty conduct shall be in accord with the relevant sections of the *CAUT Handbook*, King's University College's *Conditions of Appointment for Faculty*, and *The Code of Ethics of the Canadian Association of Social Workers* and the *Code of Ethics of the Ontario College of Social Workers and Social Service Workers*.
- 1.3. Faculty teaching in the MSW program shall also be governed by the rules of conduct of the School of Graduate and Postdoctoral Students at Western University.

Article VIII: Relationship of the School of Social Work to King's University College and The University of Western Ontario

1. The School of Social Work derives its mandate from King's University College, and through the affiliation agreement with Western University
2. The regulations and procedures of the School of Social Work are based on the guidelines or ordinances provided by the constituent bodies of these two institutions; that is, the School of Graduate and Postdoctoral Studies and Senate of Western University; King's University College Board of Directors; King's University College Council; and King's Faculty Council.
3. The statutes, by-laws and regulations of King's University College and those of Western University, as determined in and affected by the affiliation agreement, take precedence over the regulations pertaining to this document.
4. The School of Social Work recognizes the importance of meeting the standards of the Canadian Association for Social Work Education (CASWE).

Article IX: Amendments

1. The Constitution or parts thereof may be amended by a two-thirds vote in favour of the proposed tabled amendments. At the time of voting on an amendment of the Constitution, there shall be a valid quorum present.
2. Previous notice of motion to amend the Constitution shall be provided to all members of the Council of the School of Social work not less than two weeks prior to the meeting at which the proposed amendments shall be considered.
3. All amendments to this Constitution require the approval of the Educational Policy Committee and Faculty Council of King's University College.

Article X: Terms of Reference

1. There shall be Terms of Reference to facilitate the functions and operation of the Standing Committees of the Council of the School of Social work and their Chairperson.
2. Any such Terms of Reference may be amended by a simple majority vote of the voting members of the Council of the School of Social work present at the time the vote is called.

Revised by the School of Social Work - November 3, 1994

Revised by the School of Social Work - March, 1996

Approved by Faculty Council, King's College - April 9, 1996

Approved by School Council, School of Social Work – January 25, 2007

Revised by School Council, School of Social work – October 18, 2007

Revised and Approved by the Education Policy Committee, King's University College – February 2008

Approved by Faculty Council – February 2009

Revised and Approved by the Council of the School of Social Work – January 19, 2017

Approved by Faculty Council – February 2017