



**Carleton**  
University

School of  
Social Work

# Governance Document



Committed to academic excellence  
and to promoting equity and  
social justice

January 26, 2022

## **Glossary**

<b>BSWSS</b>	Bachelor of Social Work Student Society
<b>CASWE</b>	Canadian Association for Social Work Education
<b>CASG</b>	Carleton Academic Student Government
<b>EMMF</b>	Evelyn Maud McCorkell Fund
<b>FGPA</b>	Faculty of Graduate and Postdoctoral Affairs
<b>SOWK GSC</b>	Social Work Graduate Students' Collective
<b>FPA</b>	Faculty of Public Affairs
<b>SSW</b>	School of Social Work

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# **I Preamble**

The purpose of this document is to inform faculty, contract instructors, staff, and students about the mission, organization, and operation of the School of Social Work. The structures and procedures outlined in the following pages are intended and designed to encourage all members of the School to participate in decision-making.

# **II Mission Statement and Education Equity**

## **General Mission Statement**

### ***Preamble***

The School of Social Work at Carleton University offers two professional degree programs: the Bachelor of Social Work Honours (BSW) and the Master of Social Work (MSW). It also offers a PhD degree. The BSW and MSW programs are accredited by the Canadian Association for Social Work Education (CASWE). The School is located in Ottawa, Ontario.

### ***General Mission Statement***

At the School of Social Work, we are committed to academic excellence and to promoting equity and social justice. Students are actively engaged in academic, practical, and professional skill and knowledge development in preparation for their future roles as competent and accountable social workers and advocates of progressive social change. We continue to build relationships and alliances with the larger social work/welfare community in the Ottawa area.

The social work programs at Carleton University are based on the structural approach to social work. This approach provides a framework for critically engaging with, and analysing, social work knowledge, social work practice, and social policy development. It is based on an understanding of how economic, social, political, and legislative contexts shape individual, community, and societal problems. At the School of Social Work, we promote the development of innovative social work practice directed toward advancing equity and social justice as well as individual and societal change. Through this approach, students are being prepared to address injustices and inequities in a range of roles. This may be working directly with individuals, families, and communities. It may also be working indirectly on addressing social justice in, and through, government and civil society organizations.

At the School of Social Work, we are committed to the principles of education equity as articulated in our *Education Equity Statement*, and to a collaborative teaching and learning environment among students, faculty, administrative staff, and the community. Students are involved in the governance of the School and

are members of School committees. Working cooperatively and collectively may mean that diverse ideas and perspectives are brought forward which may lead to disagreement, uncertainty, and conflict—standard parts of learning and growing. How we deal with disagreement and conflict is a central part of learning, particularly for students preparing to enter the complex world of social work. As members of the School, we strive to resolve conflict constructively and fairly and we actively promote an environment of professional conduct that is in line with the *Code of Ethics* developed by our professional body, the Canadian Association of Social Workers. The code includes respect and high levels of civility among students, faculty, administrative staff, and our community partners.

## **Mission Statement on Education Equity**

### ***Preamble***

Educational equity recognizes the structural inequalities in society that result in differential access to, and differential distribution of, power (economic, political, social, and cultural) for groups of people. The School operates on the principle that amelioration of structural inequalities is at the heart of social work practice. To affirm its commitment, the School has adopted a *Mission Statement on Educational Equity*.

### ***Education Equity Statement***

The School of Social Work has an expressed commitment to the principles of education equity for persons from groups who historically have been disadvantaged by systems, structures and ideologies that have privileged some groups over others resulting in differential access to education. Particular emphasis is placed on reconciliation to redress the historic and contemporary burdens of colonialism borne by Indigenous peoples. We are also concerned about educational equity for those groups impacted by relations of racism, ageism, sexism, anti-Black racism, ableism, classism, heterosexism, cisnormativity, anti-Semitism, Islamophobia and/or xenophobia.

In response to these structural impediments the School affirms the principle that individuals from all groups should have the opportunity to learn and to contribute in an environment that supports, encourages and incorporates their knowledge, insights, and perspectives into our curriculum.

From the School's perspective, education equity is a structural issue requiring an ongoing rigorous review of established norms and practices and the assumptions and values that underlay them. Education equity is consistent with, and necessary for, achieving principles of academic excellence and practice competence. The School of Social Work recognizes that is an ongoing process of development to which we are committed.

### III University Organization

The organizational structure of the School of Social Work and how it relates to the overall governance of Carleton University is depicted in the appendices of this document.

The [Board of Governors](#) is responsible for the overall operation of Carleton University, particularly in matters of University policies, personnel, and finances. The [Senate](#) is the senior academic body and is responsible for approval of all academic policies and programs. The Faculty of Public Affairs, which oversees the BSW program, and the Faculty of Graduate and Postdoctoral Affairs, which oversees the MSW and PhD programs, each have a Faculty Board that is responsible for the oversight of the academic programs grouped under them. The School of Social Work is accountable to both Faculty Boards. The Dean of each Faculty reports to the Senate on behalf of these boards.

The School of Social Work is accountable, through the Director, to the Dean of the Faculty of Public Affairs for its budget and administration.

The composition of governing bodies, including Departmental Boards, is outlined in the University document entitled “[Academic Governance of the University](#)” (AGU).

## **IV. Organization of the School of Social Work**

### **A. The Departmental Board**

#### ***Mandate***

The Departmental Board is the primary academic decision-making body for the School of Social Work. It considers academic matters within the School as well as general University academic concerns. As a decision-making board, it is accountable to the Faculty Board of FGPA for all academic affairs of relating to the School's graduate programs and to the Faculty Board of FPA for academic matters at the undergraduate level. All matters affecting School governance must be approved by the Departmental Board before being referred to either Faculty Board.

#### ***Composition***

All full- and part-time faculty and instructors of the School of Social Work are voting members of the Departmental Board. Two contract instructors will be elected each year as voting members of the Board.

Four students will be selected each year to represent the student body as voting members; this will include two BSW and two graduate students. Each program will also choose one alternate to attend meetings if one of the primary members cannot attend. It is desirable that the student representatives be chosen from both the full- and part-time social work student bodies. The SOWK GSC and BSWSS are responsible for choosing their voting members through a democratic process and for informing the Director of their selected representatives. These representatives (or their alternates) are expected to attend all Departmental Board meetings so that they can contribute in an informed manner. All students are encouraged to attend and participate in Departmental Board meetings as non-voting members.

Administrative staff are invited to attend all Departmental Board meetings and have the option of having one voting member attend each meeting. The voting member shall be chosen by the administrative staff.

#### ***Responsibilities***

- approval of curriculum changes such as the review and recommendation of new programs, new courses, changes of degree requirements, admissions policies,
- approval of calendar entries,
- academic issues including liaison with other parts of the University, the field, the broader community, and professional bodies.

#### ***Rules and Procedures for Departmental Board Meetings***

The procedures to be followed in conducting meetings of the Departmental Board must be consistent with university-wide documents such as [the collective agreements](#) of faculty, staff, contract instructors, and teaching assistants, and the

## [Academic Governance of the University.](#)

The Director of the School of Social Work is the official Chair of the Departmental Board. Therefore, all communications resulting from a Board decision shall be signed by the Director on the Board's behalf. The Director does not vote on motions unless there is a tie, at which point they shall vote to break the tie.

The Departmental Board's decision-making committees do the work of the Board and report directly to it. Major items on the agenda for the Board are developed by the committees of the Board. Any member of the Departmental Board may bring forward an agenda item at least five working days prior to the meeting.

### ***Accountability***

The Departmental Board is accountable to members of the School, the Faculty of Public Affairs, the Faculty of Graduate and Postdoctoral Affairs, and the Board of Governors. The Board consults with students, faculty, administrative staff, the community, and University administration as needed.

### ***Conducting the Departmental Board Meeting***

The Departmental Board is a formal meeting that is conducted according to rules and procedures identified below:

#### ***Format and Order of the Agenda***

The following format will be used for each Board meeting:

1. Regrets for absences
2. Approval of the agenda
3. Approval of minutes of previous meeting
4. Matters arising from previous meeting
5. Committee reports
6. Departmental Board discussion (themes decided upon each year)
7. New Business and announcements
8. Date of next Departmental Board meeting
9. Adjournment

#### ***Circulation of the Agenda***

The Director, Chairperson of the Board, is responsible for formulation and circulation of the agenda and its accompanying documentation. The Director will ensure that a copy of the agenda, including the minutes of the previous meeting, is sent to Board members, including student representatives, at least five (5) working days before any meeting. New items and motions may be raised for inclusion on the agenda only if the item and appropriate documentation are submitted to the chairperson at least five (5) working days before the meeting. New matters may also be raised at meetings under "New Business". Substantive (not procedural) motions may not be raised from the floor but members may provide notice of motions to be deliberated at the next meeting. The actual motion must still be submitted to the chair five (5) days in advance of that meeting.

The agenda will be approved and priorities will be established by members of the Board at the beginning of each meeting.

### ***Quorum for Meetings of the Board***

A quorum for all Board meetings will be 50% of faculty members (excluding those on sabbatical and on leave) and 50% of student representatives, plus one additional member.

### ***Motions of Business***

The following procedures will be used with respect to motions presented to the Board. The Chairperson is responsible for ensuring that these procedures are followed:

1. Formal motions once proposed must be seconded before discussion can proceed. If there is no seconder, the motion cannot be discussed.
2. The proposer of the motion and the seconder may then speak to the motion.
3. No person may speak twice on the same motion unless and until all other persons wishing to speak, who have not done so previously, have spoken.
4. Reconsideration of any motion can proceed following a vote of 50% plus one at any subsequent meeting.

### ***Order of Precedence of Motions***

The following order of precedence will be used:

1. motion to close the meeting;
2. motion to extend the time of the meeting;
3. motion to remove/replace the Chairperson;
4. motion to end discussion;
5. motion to call the vote;
6. substance of motion;
7. amendment to substance of motion;
8. any subsequent amendments.

Motions 1 to 4 cannot be raised more than once during discussion on the same motion until 30 minutes have passed.

Motions 1 to 5 inclusive are non-debatable motions.

### ***Voting on Motions***

1. A motion passes on the following basis: 50% of all members (not divided by faculty/students) plus one.
2. The Chairperson does not vote except in cases where the vote is required to determine whether a motion passes or fails.

### ***Adjournment***

Meetings will adjourn at the time announced on the Notice of Meeting. Meetings may be extended on a motion from the floor for thirty minutes and may be repealed twice again for a total extension of one and a half hours.

## **B. Decision-Making Committees of the Board**

### **#1 The BSW Program Committee**

The BSW Program Committee is a decision-making committee of the Departmental Board. All faculty and student representatives of this committee are voting members.

### ***Mandate***

The BSW Program Committee is responsible to the Departmental Board for all undergraduate academic planning and for development of the undergraduate curriculum and program regulations. All BSW curriculum matters must be submitted to the BSW Program Committee before being presented to the Departmental Board. The Committee may request submissions or receive unsolicited submissions from individuals, groups, other committees, outside bodies, or the Board itself and may initiate proposals of its own.

### ***Composition***

The BSW Program Committee is comprised of the following members:

- The BSW Program Supervisor, who chairs the Committee and is appointed by the Director acting in the capacity of Chair of the Departmental Board,
- A minimum of two other faculty members appointed by the Director,
- A maximum of two undergraduate social work student representatives selected by the BSWSS. Students on this committee will serve a term from September in the year of election to May 31<sup>st</sup> of the following year,
- The Undergraduate Administrator shall attend Committee meetings as a non-voting advisor.

### ***Responsibilities***

- General BSW curriculum review and design, including course development, recommending new courses, and the deletion of old courses,
- Submission of all calendar changes to the Departmental Board for submission to the Faculty Board of Public Affairs,
- Review of undergraduate admissions procedures,
- Review and redesign of undergraduate application forms and admissions documents,
- Preparation and submission of an annual report to the Departmental Board,
- Ensure that the curriculum adheres to the School's mandate and CASWE

accreditation standards.

### ***Procedures***

Meetings are held at the call of the Chair. All meetings are open. There shall be a minimum of one meeting per term. Minutes of all meetings will be circulated to all members.

## **#2 The Graduate Program Committee**

The Graduate Program Committee is a decision-making committee of the Departmental Board. All faculty, contract instructors, and student representatives of this committee are voting members.

### ***Mandate***

The Graduate Program Committee is responsible to the Departmental Board for all graduate academic planning, for the detailed development of the graduate curriculum, including program regulations, and for graduate admissions policy and the design of the application form. All graduate curriculum matters must be submitted to the Graduate Program Committee before being presented to the Departmental Board. The Committee may request or receive unsolicited submissions from individuals, groups, other committees, outside bodies, or the Board itself and may initiate proposals of its own.

### ***Composition***

The Graduate Program Committee is comprised of the following members:

- The Graduate Program Supervisor, who chairs the Committee and is appointed by the Director,
- A minimum of two other faculty members, appointed by the Director,
- A maximum of two graduate social work student representatives democratically selected by the GSC. Students on this committee will serve a term from September in the year of election to May 31<sup>st</sup> of the following year,
- The Graduate Administrator is invited to attend Committee meetings as a non-voting advisor.

### ***Responsibilities***

The Graduate Program Committee is responsible for the following:

- General graduate curriculum design, including course development, recommendation of new courses, and the deletion of old courses,
- Submission of all calendar changes to the MSW and PhD programs to the Departmental Board for submission to the Board of the Faculty of Graduate and Postdoctoral Affairs,
- Reviewing and recommending changes to the graduate admissions procedures and the graduate application form,

- Preparation and submission of an annual report to the Departmental Board,
- Responding to academic program concerns raised by graduate students,
- Ensuring that the curriculum adheres to the School's mandate and CASWE accreditation standards.

### ***Procedures***

Meetings are held at the call of the Chair. All meetings are open to faculty and students. There shall be a minimum of one meeting per term. Minutes of all meetings will be circulated to committee members.

## **#3 The Field Education Committee**

The Field Education Committee is a decision-making committee of the Departmental Board. All faculty and student representatives of this committee are voting members.

### ***Composition***

- The Practicum Coordinators may either co-chair the Committee or select one Coordinator to chair the Committee while the other is a member.
- One additional faculty member will be appointed by the Director.
- No fewer than four community representatives.
- Two student representatives from the BSW program (one from each of the third and fourth years of the program).
- Two representatives from the MSW program at Carleton (one in the foundation year and one in the advanced year of the program).
- A faculty liaison representative

The Practicum Administrator shall attend meetings as a non-voting advisor.

### ***Responsibilities***

The Field Education Committee is responsible for the following:

- Developing, interpreting, and reviewing policies of the practicum, as contained in the [BSW](#) and [MSW Practicum Manuals](#),
- Monitoring and development of field capacity,
- Planning and preparation of the annual field supervisors' event,
- Making recommendations regarding changes in field policies and procedures to the appropriate bodies of the School (e.g., the BSW or Graduate Program Committees, Program Supervisors, Departmental Board, and/or the Director)

### ***Procedures***

Meetings are held at the call of the Chair. All meetings are open. There shall be a minimum of one meeting per term. Minutes of all meetings will be circulated to

committee members.

## **C. Administrative Committees of the School**

### **#1 Personnel Committee**

#### ***Composition***

The Personnel Committee consists of the Director and at least three faculty members appointed by the Director before October 1st of each year. To avoid the potential for conflict of interest, contract instructors may not sit on the Personnel Committee. The Chairperson must be a member of Carleton University Academic Staff Association and is delegated by the Director. The Committee shall be representative of the ranks and, where possible, the areas of interest of faculty. The terms of appointment of Personnel Committees for the purposes of making decisions on tenure and promotion of faculty are set out [in the Collective Agreement](#) between the Carleton University Academic Staff Association and Carleton University. The term of these members is usually from July 1st in the year of appointment to June 30th of the following year.

#### ***Responsibilities***

The Personnel Committee has five areas of responsibility concerning faculty:

- Recommendations for promotions,
- Recommendations for Career Development Increments,
- Recommendations for tenure and confirmation,
- Assist the Director with decisions regarding re-appointments,
- Recommendations for appointments.

The terms of composition, responsibility, and procedure of the Hiring Committee follow in the next section. Procedures to be followed with respect to Promotions and Career Development, and Tenure Confirmation and Re-Appointments are spelled out in the Collective Agreement, and therefore are not included in this manual.

### **#2 Hiring Committee**

The Hiring Committee is an ad hoc committee that is struck on the basis of need.

#### ***Composition***

Members of Hiring Committees are selected by the Director of the School in accordance with the requirements of the University and relevant collective agreements.

#### ***Responsibilities***

When it is determined that a position exists and is to be filled, it is the responsibility of the Hiring Committee to

- Review the qualifications required for the position and determine criteria for selection,
- Receive and process applications for faculty positions,
- Arrange all activities related to the process of interviewing candidates,
- Submit to the Director the recommendation for appointment to be forwarded to the Dean of the Faculty of Public Affairs.

### ***Procedures***

The Hiring Committee follows the procedures set out in the Academic Hiring Committee Checklist.

### **#3 Evelyn Maud McCorkell Fund Committee**

The terms of reference and procedures governing the Evelyn Maud McCorkell Fund are set out in the Committee's Guidance Document. One third of this fund was transferred to Carleton University's Awards & Financial Aid Office to be disbursed to students as bursaries.

### ***Mandate***

The Fund and all income generated therefrom shall be used to benefit the School of Social Work, its mission, and objectives as set out in the School of Social Work's Governance Document.

### ***Composition***

The Evelyn Maud McCorkell Fund Committee is comprised of the following members:

- The Director of the School of Social Work,
- the Graduate Program Supervisor (or alternate),
- the BSW Program Supervisor (or alternate),
- the BSW or MSW Practicum Coordinator (or alternate),
- an appointed faculty member, and
- the School Administrator.

### ***Responsibilities***

The Committee shall establish policies and procedures for its operation and will annually develop a list of all projects' funding for review by the faculty. The Committee will review proposals three times a year and the approved projects will then go to the Dean of the Faculty of Public Affairs and subsequently the Provost for approval.

## **D. Advisory Committees**

### **#1 Social Justice Committee**

#### ***Mandate***

The Social Justice Committee is an advisory committee of the Departmental Board. Since the pursuit of social justice is a core mission of the School, the Social Justice Committee provides guidance to all decision-making committees of the Board, committees reporting to the Board, Departmental Board and the Director. At times, the Social Justice Committee may reconstitute itself to focus on a single pressing social justice issue (e.g., Indigenization, decolonization, and reconciliation). If reconstituted, each year the faculty will review the decision in advance of the next year.

#### ***Composition***

The Social Justice Committee is comprised of the Chair, two other members of faculty and two student representatives, one elected from the undergraduate and one from the graduate student body. Efforts will be made to include representatives from the community.

#### ***Responsibilities***

As an advisory committee, the Social Justice Committee provides advice and information to Departmental Board, students, faculty, and other committees with the view of promoting social justice within the School of Social Work. It focuses on social justice and supports the School's Mission Statement on Educational Equity. It makes recommendations to the Board and its standing committees on policy matters pertaining to social work education and social justice. It also supports the School's ongoing efforts to respond to changing developments in this area.

The Committee is responsible for:

- Developing recommendations to the Departmental Board on departmental policy and procedures in social work education,
- Organizing forums, workshops, debates, discussion, and research addressing issues of equity and social justice,
- Reinforcing the work of and making recommendations to the BSW and Graduate Program Committees with respect to curriculum development and scholarship in the area of social justice.

## **E. Committees Reporting to the Board**

In addition to the Graduate Program Committee, the BSW Program Committee and the Field Education Committee, the following also report to the Departmental Board:

### **#1 The Faculty**

The faculty may report to the Departmental Board from time to time.

### ***Composition***

All CUASA faculty and instructors participate in faculty meetings. Meetings are chaired by the Director or a faculty member who chairs on behalf of the Director.

### ***Responsibilities***

Faculty members meet regularly to

- Sustain collegial and consultative working relations,
- Appraise each other of research activities and build collaboration,
- Develop projects for the betterment and improvement of the School (e.g., forums, community engagement activities, workshops, research days, etc.),
- Plan for regular annual activities such as Orientation,
- Address and manage issues that might arise in the School,
- Manage questions of personnel and hiring, dispensing of funds, research and teaching, student progress, and other issues,
- Discuss policy issues in the School,
- Identify issues to be sent to Departmental Board,
- Receive regular reports from the Committees of the School,
- Review proposals to be brought to the Departmental Board by committees.

## **#2 Ad Hoc Committees**

Ad hoc committees may be struck when there are specific needs for which a committee is required. The terms of the Committee are determined when the Committee is struck. The Director will decide when an ad hoc committee is a decision-making committee. The Director typically strikes these committees, usually in response to a recommendation from a Departmental Board or faculty meeting.

## **#3 The Bachelor of Social Work Student Society (BSWSS)**

The affairs of the BSWSS shall be governed by its constitution. These shall be in compliance with the policies and procedures of the Departmental Board and CUSA policies.

The BSWSS is one of a group of committees that may report to the Departmental Board from time to time.

### ***Composition***

All full-time and part-time undergraduate students in the School of Social Work.

## **#4 The Social Work Graduate Students' Collective**

The SOWK GSC is one of a group of committees that may report to the

Departmental Board from time to time.

***Composition***

All graduate students registered as full-time or part-time students with the Carleton University School of Social Work are members of the SOWK GSC.

**#5 Student Caucuses**

Over the years there have been various student caucuses at the School of Social Work. Student caucuses may make presentations to the Departmental Board from time to time to keep the School community informed of issues and events as they arise.

# Appendices

## Appendix A: Roles and Responsibilities of Director, Supervisors, Coordinators, and Chairs

### #1 The Director

#### ***Appointment***

The Director of the School of Social Work is appointed by the President of the University after consultation with the Dean of the Faculty of Public Affairs and with the Departmental Board of the School of Social Work. This is facilitated in the School by the establishment of a Search Committee to make recommendations to the Departmental Board. The hiring process will follow university-wide policies and processes. Typically, the term of Director is between 3-5 years.

#### ***Responsibilities***

In general, the Director of the School of Social Work is responsible for the administration of the School, reporting through the Dean of the Faculty of Public Affairs to the President. More specifically, the Director of the School of Social Work is responsible for:

- a) Calling and presiding over meetings of the Departmental Board,
- b) Representing the School in administrative matters,
- c) Bringing matters pertaining to the policy and procedures of the School and other matters which are deemed important for informational purposes to the attention of the Departmental Board for discussion and action,
- d) Overseeing the internal administration of the School, including the delegation of administrative duties to members of faculty and staff and the appointment of faculty and staff members to committees of the Departmental Board,
- e) Bringing forward on behalf of the School, after the approval of the Departmental Board, proposals requiring the approval of the appropriate Faculty Board or of the Senate,
- f) Designating the members of full-time and part-time faculty who will have responsibility for the courses to be taught in the School,
- g) Submitting an estimate of the School's budgetary needs for the following fiscal year in writing to the Dean of the Faculty of Public Affairs,
- h) Performing such other duties in connection with the work and administration of the School as the President or the Dean of the Faculty of Public Affairs may assign,
- i) Participating in personnel committees as indicated in the collective agreements and making recommendations to the Dean of the Faculty of Public Affairs in regard to appointments, reappointments, and advancements in salary or rank of faculty and to the University's Human Resources Department in regard to appointment, classification and salary of staff,

- j) Adjudicating appeals regarding admissions, advanced standing, and grading, and of other matters brought to the attention of the Director by staff, faculty, or students,
- k) Addressing personnel and student-faculty issues as they arise.

To assist in this work, the Director appoints administrative supervisors and committees from among the faculty of the School to supervise specific aspects of the work of the School. Details of the appointment and responsibilities of the supervisors and committees follow in the next section.

The Director is an ex-officio member of all committees of the School.

## **#2 The BSW Program Supervisor**

### ***Appointment***

The BSW Program Supervisor is appointed by the Director from the faculty for a period of 3 years, although this term may be extended.

### ***Responsibilities***

- a) Chairing the BSW Program Committee,
- b) Chairing the BSW Admissions Committee,
- c) With the assistance of the Undergraduate Administrator, responding to inquiries regarding the BSW program,
- d) Supervising the preparation of information about the undergraduate program, including undergraduate calendar entries, application forms, and other information,
- e) Assessing course equivalencies from other post-secondary institutions in consultation with the Undergraduate Admissions Office,
- f) Reviewing the status of students who have made unsatisfactory progress in one or more courses or in the program and the students currently on academic warning,
- g) Assessing the re-admission to the School of students who have been suspended for failing to meet the minimum CGPA requirements of the BSW program,
- h) Consulting with students who require assistance and direction in specific courses or in the program generally,
- i) Recommending graduating students to the Faculty Board of Public Affairs,
- j) Annually supervising the preparation of materials to be made available to incoming BSW students,
- k) Representing the School on the Faculty Board of Public Affairs, particularly regarding program and calendar changes, grades, and graduands,
- l) Representing the School on the Kroeger College Board,
- m) Reviewing all new undergraduate course outlines and undergraduate course outlines of sessional instructors,
- n) Participating in recruitment activities,
- o) Overseeing the process of Honours Essays and Independent Studies, including developing and updating guidelines and procedures for both,

- p) Submitting E-Grades for Honours Essays and Independent Studies.
- q) Monitoring the grading process; calling and chairing the end-of-term grading conferences,
- r) Updating BSW program website content,
- s) Organizing BSW Orientation.

### **#3 The Graduate Program Supervisor**

#### ***Appointment***

The Graduate Program Supervisor is appointed by the Director from the faculty. This position is for a 3-year period, although this term may be extended.

#### ***Responsibilities***

The Graduate Program Supervisor advises, monitors, and adjudicates on a variety of graduate student academic matters. The Supervisor acts as liaison between the Dean of the Faculty of Graduate and Postdoctoral Affairs (FGPA) and the School and makes recommendations to the Dean on students' progress to the point of graduation. More specifically, the Graduate Program Supervisor is responsible for:

- a) Chairing the Graduate Program Committee,
- b) Supervising registration, course changes, changes of status, etc.,
- c) Representing the School on the Board of the Faculty of Graduate and Postdoctoral Affairs, particularly regarding program and calendar changes, grades, and graduands,
- d) Monitoring the grading process; calling and chairing the end-of-term grading conferences,
- e) Making recommendations to FGPA on the use of Academic Change and Registration Change Requests or In Program Revisions (for funding and/or academic credit),
- f) Processing students' requests to take degree credits in another department of the University or at another university,
- g) Consulting with students who are making unsatisfactory progress in one or several courses or in the program and reviewing their status in concert with their faculty advisor,
- h) Conducting an annual review of academic progress for each student and taking appropriate action in cases where progress is not satisfactory,
- i) Supervising OGS and SSHRC applications,
- j) Recommending students for graduate bursaries and awards to FGPA,
- k) Overseeing MSW and PhD admissions and chairing the admissions meetings,
- l) Making admission recommendations of new applicants into the MSW and PhD programs to FGPA,
- m) Recommending students to FGPA for teaching assistantships, research assistantships, and University scholarships,
- n) Supervising the preparation of materials made available to incoming MSW and PhD students,

- o) Recommending students for graduation to the Board of the Faculty of Graduate and Postdoctoral Affairs,
- p) Reviewing all new graduate course outlines and the graduate course outlines of sessional instructors,
- q) Assisting with the annual recruitment fair,
- r) Overseeing the process of finding a thesis advisor; chairing thesis proposal and thesis defence meetings,
- s) Submitting E-Grades for Directed Studies, Independent Research Studies, Thesis, Qualifying Examinations, and PhD Seminar,
- t) Teaching of PhD Seminar,
- u) Overseeing PhD Advocacy Practicum,
- v) Organizing graduate student orientation, thesis workshop, OGS/SSHRC workshops.

#### **#4 Practicum Coordinators**

##### ***Appointment***

There are two Practicum Coordinators appointed at the rank of Instructor with Job Description.

##### ***Responsibilities***

The responsibilities for the Practicum Coordinators are set out in their respective job descriptions. One Practicum Coordinator will be primarily responsible for the BSW program and the other for the MSW program, though both will share in the overall coordination of the field program.

#### **#5 Chair, Personnel Committee**

##### ***Appointment***

The Chair of the Personnel Committee is appointed by the Director from the faculty of the School.

##### ***Responsibilities***

- a) Ensures that notices of dates for submission of materials and of meetings of the School and Public Affairs Faculty committees are sent to faculty, outside referees, and members of the community where appropriate,
- b) Calls meetings of the Personnel Committee as needed,
- c) Ensures that reports related to candidates are completed and submitted to the Office of the Dean of the Faculty of Public Affairs in a timely fashion,
- d) Attends meetings of the Faculty of Public Affairs Tenure and Promotions Committees.

## **#6 Academic Director, Centre for Studies on Poverty and Social Citizenship**

### ***Appointment***

The Academic Director of the Centre is appointed by the Director of the School.

### ***Responsibilities***

To oversee the research and educational activities of the Centre as decided by the committees of the Centre.

# SCHOOL OF SOCIAL WORK

## ACADEMIC STRUCTURE

