Governance Document

School of Social Work

Carleton University
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I  **PREAMBLE**

The purpose of this document is to inform faculty, 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 designed to encourage participation in decision-making of all members of the School.

II  **MISSION STATEMENT**

The mission of the Carleton School of Social Work is to contribute to the creation of knowledge and to prepare students to become effective social work practitioners.

This mission is guided by a commitment to the principles of social justice, equality and dignity for all people in society. We emphasize a structural approach to social work that recognizes that the society in which we live, and of which social work is a constituent part, consists of diverse groups of people distinguished by their differential access to economic and political power. Analyses of material conditions of life and, in particular, the production of class, race and gender divisions are fundamental in our approach to understanding human suffering and social injustice.

The School affirms the principle that individuals from all groups should have opportunities to learn in supportive environments that validate and develop their knowledge, insights and perspectives. We regard education equity as consistent with the principles of quality education as it recognizes and develops both academic achievement and practice excellence.

The School’s objectives include:

- providing a supportive learning environment for students which meets high standards of academic achievement and practice excellence;
- encouraging critical thinking and analysis of social relations and barriers that prevent people from reaching their full potential;
- promoting values of respect, dignity and worth of all people;
- fostering research and the development of theory;
- assisting students in acquiring knowledge, skills and values to work in diverse, cross-cultural environments with marginalized populations;
- equipping students with knowledge, skills and values necessary to promote social change that advances social justice;

III  **UNIVERSITY ORGANIZATION**

The levels of government at Carleton University are as follows:

- Board of Governors
- Senate
- Faculty Boards (Public Affairs, Arts and Social Sciences, Engineering and Design, Faculty of Graduate and Postdoctoral Affairs)
- Units (Departments, Schools and Institutes)

In general terms, the Board of Governors is responsible for the total operation of the University,
and concerns itself with matters of University policy including personnel and finances. The Senate is the senior academic body and is responsible for all academic policy and program approvals. The Faculty Boards are responsible for the detailed examination of academic programs presented by the Departments grouped under them. The Dean of each Faculty reports to the Senate on behalf of these Boards.

The School of Social Work is academically accountable, through its Director (who is also Chair of Departmental Board), to the Faculty Board of Graduate and Postdoctoral Affairs for its MSW and PhD Programs and to the Faculty of Public Affairs for the BSW program. The School is accountable, through the Director, to the Dean of Public Affairs for its budget and administration.

The composition of governing bodies in the University was changed in 1968 to make provision for student participation. The means of selecting the membership and the officers of the University was set out in a document, "New University Government," dated September 20, 1968. An updated document titled, "Academic Organization," was circulated on November 1, 1974 by the Senate Office, consolidating all Senate decisions concerning University governance since the 1968 New University Government document was produced. This document ensures student participation in university governance.
ACADEMIC STRUCTURE OF SCHOOL OF SOCIAL WORK

CARLETON UNIVERSITY

Board of Governors

Senate

Faculty Board

Graduate & Postdoctoral Affairs

Faculty Board of Public Affairs

School of Social Work (Departmental Board)

Advisory Committees of the Board (Social Justice Committee)

Decision Making Committees of the Board (MSW Program Committee, BSW Program Committee, PhD Committee, Field Education Committee)

Administrative Committees of the School (Personnel Committee)

Committees Reporting to the Board (Faculty, Ad Hoc Committees, BSW Society, MSWSA)
IV. ORGANIZATION OF THE SCHOOL OF SOCIAL WORK

As indicated in the above diagram, the SSW is accountable to the Faculty of Public Affairs and the Faculty of Graduate and Postdoctoral Affairs. The specific structure of the SSW is described below.

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 Graduate and Postdoctoral Affairs for all academic affairs of the School at the graduate level. At the undergraduate level the Board is accountable to the Public Affairs Faculty Board. All matters to be referred to either Faculty Boards must be approved by the Departmental Board.

Composition

All tenured or tenure-track faculty members of the School of Social Work are voting members of the Departmental Board.

Six students will be elected each year to represent the student body as voting members; this will include 2 BSW, 2 MSW students and 2 PhD students. Each program will also elect one alternate to attend meetings if one of the elected members cannot attend. It is desirable that the student representatives be elected from both the full and part-time social work student bodies. The MSWA and BSW Society are responsible for holding elections at the beginning of each school year and to inform the Director of who the representatives will be. These representatives (or the 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 the 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 in degree requirements,
- admissions policy;
- approval of calendar entries;
- other 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, (faculty, staff, contract instructors and teaching assistants each have separate collective agreements), and the Operational Guidelines for the New University Government. The rules and procedures followed by the Departmental Board are those set out in the document entitled "Operational Guidelines for the New University Government."

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 s/he will be asked to break the tie.

The Departmental Board has decision making Committees that 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 and procedures for presenting these items are spelled out in the "Operational Guidelines for the New University Government." 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 Public Affairs Faculty, the Faculty of Graduate and Postdoctoral Affairs, the social work and social welfare community and the Board of Governors. The Board consults with students, faculty, administrative staff, and 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. Introduction of new members
2. Regrets for absences
3. Approval of the agenda
4. Approval of Minutes of previous meeting
5. Correspondence
6. Matters arising from previous meeting
7. Committee reports
8. New Business
9. Date of next Departmental Board meeting
10. Adjournment

**Circulation of the Agenda**

The Director, Chairperson of the Board, will ensure that a copy of the agenda, including the minutes of the previous meetings is sent to each of the 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, plus appropriate documentation is submitted to the chairperson at least five (5) working days before the meeting. New matters may also be raised at the meetings under “New Business.” Substantive (not procedural) motions may not be raised from the floor, but notice of motions can be made for deliberation at the following meeting (the actual motion still has to be submitted to the chair five (5) days in advance of that meeting).

The formulation of the agenda, its circulation (including accompanying documentation) is the responsibility of the Chairperson. The agenda will be approved and priorities established by members of the Board at the beginning of each meeting.

Circulation of the Minutes

The minutes of the board, and all decision-making committees of the board, will be posted on the Minute’s Board outside the student lounge. It is the responsibility of committee chairs to ensure that minutes of meetings are posted.

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), 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 has the responsibility 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 falls.
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. At least one person for and one against must be given time to speak before discussion is closed should closing of the discussion be requested.
5. Reconsideration of any motion can be obtained on 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

The BSW Program Committee

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

Mandate

The BSW Program Committee is responsible to the Departmental Board for all undergraduate academic planning and for the detailed development of the undergraduate curriculum, including program regulations. All 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 Supervisor of Undergraduate Studies chairs the Committee and is appointed by the Director acting in the capacity as Chair of the Departmental Board;
- A minimum of two other faculty members are appointed to the Committee by the Director;
- A maximum of two undergraduate social work student representatives selected by the undergraduate student body sit on the Committee. Student members do not have to be the elected members of the Departmental Board. Students on this committee will serve a term from October 1st in the year of election to May 31st of the following year;
- The Undergraduate Administrator is invited to attend Committee meetings as a non-voting advisor.
Responsibilities

- General undergraduate curriculum review and design: the development of courses, recommending new courses and the deletion of old courses. A detailed development of new courses will include the following aspects: format, content, credit value, type and method of examination, prerequisites and enrolment;
- review, preparation and recommendations for annual Calendar changes to the Departmental Board, for submission to the Public Affairs Faculty Board;
- review with faculty each year, the availability of suitable undergraduate courses in other departments;
- development of documentation relating to any form of curriculum review;
- review of undergraduate admissions procedures;
- review and redesign undergraduate application forms and admissions documents
- prepare and submit an annual report to the Departmental Board.
- respond to undergraduate students’ academic program concerns
- ensure that the curriculum adheres to the School’s mandate and CASWE accreditation standards
- update honours essay handbook

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 posted in the School and filed in the School’s administrative office.

The MSW Program Committee

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

Mandate

The MSW Program Committee is responsible to the Departmental Board for all graduate academic planning and for the detailed development of the graduate curriculum, including program regulations. All graduate curriculum matters must be submitted to the MSW 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.

The Committee is also responsible for graduate admissions policy, for the design of the application form, and for the review of application forms from students wishing to enter full or part-time studies in social work.

Composition

The MSW Program Committee is comprised of the following members:

- The Supervisor of Graduate Studies who chairs the Committee and is appointed by the Director acting in the capacity as Chair of the Departmental Board;
A minimum of two other faculty members are appointed to the Committee by the Director;

A maximum of two graduate social work student representatives selected by the graduate student body sit on the Committee. Student members do not have to be elected members of the Departmental Board. Students on this committee will serve a term from October 1st in the year of election to May 31st of the following year;

The Graduate Administrator is invited to attend Committee meetings as a non-voting advisor.

**Responsibilities**

The MSW Program Committee is responsible for the following:

- general graduate curriculum design: the development of courses, recommendation of new courses and the deletion of old courses. A detailed development of new courses will include the following aspects: format, content, credit value, type and method of examination, prerequisites and enrolment;
- reviewing and presenting to the Board any changes to the MSW Calendar entry to be submitted to the Board of the Faculty of Graduate and Postdoctoral Affairs;
- preparing a list of graduate courses in other departments suitable for recommendation to MSW students;
- assisting in the development of documentation relating to any form of curriculum review;
- reviewing and recommending changes to the graduate admissions procedures and the graduate application form.
- preparing 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
- Updating the MSW thesis Handbook.

**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 posted in the School, and filed in the School's administrative office.

**The PhD Program Committee**

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

**Mandate**

The PhD Program Committee is responsible to the Departmental Board for all academic planning and development of the PhD curriculum, including program regulations. All curriculum
matters must be submitted to the PhD 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.

The Committee is also responsible for PhD admissions policy and for the design of the application form.

**Composition**

The PhD Program Committee is comprised of the following members:

- The Supervisor of Doctoral Studies chairs the Committee and is appointed by the Director acting in the capacity as Chair of the Departmental Board;
- A minimum of three other faculty members are appointed to the Committee by the Director;
- A maximum of two doctoral social work student representatives (at least one from the first year) sit on the Committee. Students on this committee will serve a term from October 1st in the year of election to May 31st of the following year;
- The Graduate Administrator attends Committee meetings as a non-voting advisor.

**Responsibilities**

The PhD Program Committee is responsible for the following:

- General doctoral program curriculum review and design
- The development of course proposals, the recommending of new course proposals and the deletion of old courses;
- Reviewing and presenting to the Board any changes to the Graduate Calendar entry to be submitted to the Board of the Faculty of Graduate and Postdoctoral Affairs;
- Preparing a list of graduate courses in other departments suitable for recommendation to PhD students;
- Assisting in the development of documentation relating to any form of curriculum review;
- Reviewing and making changes to the PhD admissions procedures and the application form.
- Preparing an annual report to the Departmental Board.
- Responding to academic program concerns raised by doctoral students.
- Updating the PhD Handbook.

**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 posted in the School, and filed in the School's administrative office.

**The Field Education Committee**

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

**Composition**

One of the Practicum Coordinators will chair the Field Education Committee. Both are members of the Committee. One additional faculty member will be appointed to this committee by the Director. The Field Education Administrator is also a member. The committee is also composed of student members elected from amongst undergraduate and graduate students, and 3-4 representatives of the social work community. The term of the student members is from October 1st in the year of election to May 31st of the following year.

**Responsibilities**

The Field Education Committee is responsible for the following:

- development and review of policies and regulations of both the undergraduate and the graduate practicum. This includes review of the objectives, procedures, evaluation, and reporting format;
- the presentation of recommendations for changes in policy and procedures to the Departmental Board via the BSW and MSW Committees;
- the regular review of the Practicum Manuals and presentation of recommendations for revision to the Departmental Board where appropriate;
- make recommendations to the Supervisor of Graduate or Undergraduate Studies regarding the practicum.

**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 posted in the School and filed in the School's administrative office.

**C. Administrative Committees of the School**

**The Personnel Committee**

**Composition**

The Personnel Committee consists of the Director and at least three faculty members appointed by the Director of the School 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 is delegated by the Director and 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. It makes:

- recommendations for appointments;
- recommendations for promotions;
- recommendations for Career Development Increments;
- recommendations for tenure and confirmation;
- and it, establishes procedures for hiring Contract Instructors and assists the Director with decision making regarding Contract Instructors and
- makes recommendations regarding re-appointments;

The terms of composition, responsibility, and procedure of the Search 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.

Search/Hiring Committee

The Search/Hiring Committee is an Ad Hoc, sub-committee of the Personnel Committee that is struck on the basis of need.

Composition

The Personnel Committee may select from its own membership and can add other members from the faculty, community, the student body and one member from another department within the University as appropriate to constitute a Search/Hiring Committee. Members of this Committee must declare if they have a conflict of interest with any candidates that come forward.

Members of the Personnel Committee who are themselves candidates for appointments shall absent themselves from the proceedings of the Search/Hiring Committee. The names of members of the Search/Hiring Committee are to be sent to the Dean of Public Affairs.

Responsibilities

When it is determined that a position exists and is to be filled, it is the responsibility of the Search Committee, in line with university guidelines, to do the following:

- determine what the position is to be filled
- review the qualifications required for the position and determine criteria for selection;
- solicit, receive and process applications for faculty positions;
- arrange all activities related to the process of interviewing candidates
- make written recommendations to the Dean of Public Affairs on specific faculty appointments and on the terms of these appointments.

Procedures

The Search Committee follows the following procedures:
- The Committee reviews the job description and qualifications required for the position and establishes any special criteria to be taken into account.
- The Committee follows the general procedures outlined in the CUASA Agreement (Articles 9 and 12) and in the Administration Manual.
- The Committee follows Departmental policy on confidentiality: documents and discussions relating to specific candidates are confidential, and reports on any individual candidate including those referred to the Dean are confidential to the Committee.
- The Committee reviews the files of all qualifying candidates for the purpose of selecting a short list of candidates for consideration by members of the School.
- The general criteria are organized under the headings of: academic background, teaching, research, administration, community involvement, professional experience.
- The Committee requests permission from the Dean to arrange campus visits of candidates.
- With the applicant’s approval, the Committee makes available to faculty, students and community members copies of the curriculum vitae of each of the candidates and any other documentation which each candidate directs be made available for review.
- The Committee requests opinion from interested students, faculty and community representatives on the suitability of the candidates on the short list.
- The Committee reaches a decision on the basis of a recorded vote.
- The Committee informs all candidates as promptly as possible of its recommendations, following instructions from the Dean to do so.

D. Advisory Committees

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 SSW, the Social Justice Committee provides guidance to all decision-making committees of the board, committees reporting to the board, departmental board and the director.

Composition

The Social Justice Committee is comprised of the Chair, two other members of faculty and two student representatives, one each elected from the undergraduate and graduate student body, and 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. Its focus 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 Board on Departmental policy and procedures in the area of social work education;
- reinforcing the work of and making recommendations to the BSW and MSW committees with respect to curriculum development and scholarship in the areas of social justice;

E. Committees Reporting to the Board

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

**The Faculty**

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

**Composition**

Full and part-time faculty members and term instructors (when possible) participate in the meetings. Meetings are chaired by the Director or a faculty member who chairs on behalf of the Director.

**Responsibilities**

Faculty members meet regularly for several reasons: to stay in contact with each other over the activities in the School, to plan for activities such as orientation, to address issues that might arise in the School, and to deal with questions of personnel and hiring, dispensing of funds, research and teaching, student progress, among other issues. Faculty members also meet to discuss policy issues in the School. Many of these issues will be sent to Departmental Board but they may require input and deliberation from faculty as a group before going to faculty board.

**Ad Hoc Committees**

Ad Hoc Committees may be struck when there are specific needs defined 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.

**The BSW Society**

The affairs of the BSW Society shall be governed by its constitution. These shall be in compliance with the policies and procedures of the departmental board and student governance documents.

The BSW Society 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

**The MSW Students Association (MSWSA)**

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

**Composition**

All students registered as full time or part time students with the Carleton University School of Social Work Masters Program are considered to be members of the MSWSA.

**Student Caucuses**

Over the years there have been various student caucuses at the School of Social Work (SSW). Student caucuses may make presentations to Department Board from time to time to keep the School community informed of issues and events as they arise.
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 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. Nominees for the position of Director will provide a public presentation for faculty, students and community members. There will be feedback forms distributed to those in attendance. These forms will be used by members of the Search Committee in order to make their recommendation to the Departmental Board. Directors are appointed for fixed terms, the length and renewability of these terms to be determined in consultation with the School and the Dean of Public Administration. 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 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 to the attention of the Departmental Board for discussion and action on matters pertaining to the policy and procedures of the School and other matters which are deemed important for the purposes of better informing the members of the Board;

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 Board;

e) bringing forward on behalf of the School, after the approval of the 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 to the Dean of Public Affairs in writing an estimate of the School's budgeting needs for the following fiscal year;
h) performing such other duties in connection with the work and administration of the School as the President, or the Dean of Public Affairs may assign;

i) participating in personnel committees as indicated in the Collective agreements and making recommendations to the Dean of Public Affairs in regard to appointments, re-appointments, and advancements in salary or rank of faculty and to the University personnel department in regard to appointment, classification and salary of staff;

j) adjudicating appeals regarding admissions, advance 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 coordinators 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 coordinators and committees follow in the next section. The Director is an ex-officio member of all Committees of the School.

**The Supervisor of Undergraduate Studies**

**Appointment**

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

**Responsibilities include**

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 Bachelor of Social Work program;

d) supervising the preparation of information dealing with 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 registrar's office;

f) chairing the end-of-term grading conferences;

g) 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;

h) assessing the re-admittance to the school of students who have been suspended after failing to increase their GPA after being on academic warning.

i) consulting with students who require assistance and direction in specific courses or in the program generally;

j) recommending graduating students to the Public Affairs Faculty Board;
k) annually supervising the preparation of materials to be made available to incoming BSW students;

l) representing the School on the Public Affairs Faculty Board;

m) reviewing all new undergraduate course outlines and the undergraduate course outlines of sessional instructors.

n) participate in recruiting activities.

o) oversees the process of Honours Essays and Independent Studies, including developing and updating guidelines and procedures for both.

p) submitting egrades for Honours Essays and Independent Studies

q) representing the School on the Board of the Faculty of Public Affairs particularly in regard to program and calendar changes, grades and graduands;

r) monitoring the grading process; calling and chairing the end-of-term grading conferences;

s) monitoring the granting of the grade of incomplete;

**The Supervisor of Graduate Studies**

**Appointment**

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

**Responsibilities**

The Supervisor of Graduate Studies 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 and the School and makes recommendations to the Dean on students' progress to the point of graduation. More specifically, the Supervisor of Graduate Studies is responsible for:

a) chairing the MSW 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 in regard to program and calendar changes, grades and graduands;

d) monitoring the grading process; calling and chairing the end-of-term grading conferences;

e) monitoring the granting of the grade of incomplete;

f) making recommendations to the Dean of Faculty of Graduate and Postdoctoral Affairs and Research on the use of the extended incomplete for students with disabilities and extended illness;
g) processing student's requests to take degree credits in another department of the University or at another University;

h) 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;

i) conducting an annual review of academic progress for each student and taking appropriate action in cases where progress is not satisfactory;

j) supervising applications for Ontario Graduate Scholarships;

k) recommending students for Graduate Bursaries in cases of financial need;

l) supervising the preparing of materials made available to incoming MSW students;

m) recommending students for graduation to the Board of the Faculty of Graduate and Postdoctoral Affairs;

n) recommending students to the Faculty of Graduate and Postdoctoral Affairs and Research for Teaching Assistantships, Research Assistantships, and University Scholarships;

o) supervising the graduate admissions process as Chair of the MSW Program Committee;

p) reviews all new graduate course outlines and the graduate course outlines of sessional instructors.

q) overseeing admissions of MSW applicants and chairing the admissions meetings;

r) assisting with the annual recruitment fair

s) overseeing the process of finding a thesis advisor; chairing thesis proposal and thesis defence meetings

t) submitting e-grades for Directed Studies

**The Supervisor of Doctoral Program**

**Appointment**

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

**Responsibilities**

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

a) chairing the PhD 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 in regard to program and calendar changes, grades and graduands;

d) processing student's requests to take degree credits in another department of the University or at another University;

e) 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;

f) conducting an annual review of academic progress for each student and taking appropriate action in cases where progress is not satisfactory;

g) supervising applications for Ontario Graduate Scholarships;

h) recommending students for Graduate Bursaries in cases of financial need;

i) supervising the preparing of materials made available to incoming PhD students;

j) recommending students for graduation to the Board of the Faculty of Graduate and Postdoctoral Affairs;

k) recommending students to the Faculty of Graduate and Postdoctoral Affairs and Research for Teaching Assistantships, Research Assistantships, and University Scholarships;

l) supervising the PhD admissions process as Chair of the PhD Program Committee;

m) reviews all new PhD course outlines and the graduate course outlines of sessional instructors.

n) overseeing admissions of PhD applicants and chairing the admissions meetings;

o) overseeing the process of finding a thesis advisor; chairing thesis proposal and thesis defence meetings

**Practicum Coordinators**

**Appointment**

Two Practicum Coordinators from the faculty are appointed by the Director. These positions are continuing appointments.
Responsibilities

The Practicum Coordinators are responsible for overseeing and providing leadership in all matters of field practice. More specifically, the Practicum Coordinators are responsible for the following:

a) coordination of contacts with agencies with respect to student placements;

b) assignment of Faculty Liaisons to students undertaking practicum;

c) setting of timetables for practicum arrangements including deadlines for submission of student contracts, and evaluation reports from faculty and students;

d) reviewing and giving final approval for all practicum contracts;

e) maintaining the practicum information system;

f) reviewing all filed practicum evaluation reports, from Faculty Liaison and students;

g) arranging information sessions for Practicum Supervisors and for faculty liaisons;

h) ongoing public relations with field settings;

i) monitoring of all practicum;

j) authorizing of travel expenses related to practicum for the Field Liaison;

k) meeting individually with students to assist in sorting out their practice interests and suggesting possible placement settings;

l) chairing the Field Education Committee; developing agendas for all meetings, and implementing the decisions of the Committee and the Board;

m) arranging orientation sessions to inform students of the operation of the placement programme;

n) attending to any other matters requiring the consideration of the Coordinators of practicum as shall be determined by the Director.

o) locating and developing new practicum placement opportunities

p) helping to mediate problems in placements.

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 in a timely fashion

d) attends meetings of the Faculty of Public Affairs tenure and promotions committees;

e) Chairs meetings of the Search Committee when hiring takes place.

Coordinator of the Centre for Studies on Poverty and Social Justice

In progress

Coordinator of the Centre for International Migration and Settlement Studies (CIMSS)

In progress

Library Liaison

Appointment

The Library Liaison is appointed by the Director from the faculty.

Responsibilities

Maintains a liaison with the MacOdrum Library in general and with the Social Work section representative in particular. The library liaison has the responsibility of consulting with members of faculty over books to order, journals to subscribe to etc. The liaison looks after this and is responsible for passing faculty requests to the library.