

UNIVERSITY OF TORONTO



FACULTY OF SOCIAL WORK

CONSTITUTION

AND

BY-LAWS

OF

THE FACULTY COUNCIL

DRAFT #2, Feb. 26, 1997



Page Number

Constitution of the Council of the Faculty of Social Work

By-Laws of the Faculty of Social Work

Part 1: Rules of Procedure for the Election and
Appointment of Members to Faculty Council

Part 2: Rules of Procedure of the Faculty Council

Part 3: Elected Standing Committees of Council

Part 4: Procedures Regarding Search Committees

CONSTITUTION OF THE FACULTY OF SOCIAL WORK
Revised April 7, 1997

Page Number

Statement of Purpose

Responsibilities of Council

Council's Recognition of the Responsibilities of
the Office of the Dean

Membership of Council

Meetings of Council

Parliamentary Authority and Procedures

STATEMENT OF PURPOSE

As articulated in the Faculty of Social Work's mission statement (approved by Faculty Council, May 27, 1991), the Faculty of Social Work is committed to the promotion of social justice and equity through interdisciplinary knowledge-building and education for practice in social work and social welfare.

The Faculty of Social Work will provide leadership for excellence in:

- the development and testing of new knowledge that will have an impact on social policy and social work practice at all levels;
- social work education that will prepare graduates for ethical, competent, innovative and effective professional social work practice;
- the development of social policy and social work practice at all levels; and
- promoting and maintaining an academic environment conducive to social justice and equal opportunity for all groups in society, whether based on class or gender, or racial, ethno-cultural or native heritage.

The integration of research, teaching and professional practice in social work and social welfare is a dominant theme in all of the programs of the Faculty. We are committed to equity issues in all aspects of our activities and to providing leadership, with our multisectorial partners, in the examination and alleviation of social problems.

Within this context, the Faculty Council of Social Work is the governing structure that brings together teaching faculty, field instructors, students, alumni, social workers, the administration, and the University, as partners in the realization of the Faculty's mission. The Council provides a guiding mechanism for ensuring that the Faculty of Social Work maintains its standards of excellence as a graduate professional social work faculty in a research university. Most importantly, the Faculty Council plays a pivotal role in promoting the Faculty's ongoing progress in knowledge-building for application to societal needs, social welfare programs, and social work practice.

RESPONSIBILITIES OF COUNCIL

Authority to Act

The Council of the Faculty of Social Work exercises its powers and duties under the University of Toronto Act, the Governing Council of the University of Toronto, 1971, as amended, and the Council of the School of Graduate Studies.

Powers and Duties of Council

Council has the ultimate authority for the academic policies of the Faculty, subject to the approval of such policies, as required by the School of Graduate Studies. Faculty Council also advises the Dean with regard to policies for the government and management of the Faculty.

Among the specific powers and duties of the Council are the following:

- a) Council shall determine the content and requirements of the teaching programs and courses of study which lead to degrees, diplomas, certificates and credits over which the Faculty has authority;
- b) Council shall determine the rules and regulations for governing its procedures;
- c) Council has the power to establish, alter, or disband committees as deemed necessary. Council has the final authority regarding recommendations brought forward by such committees;
- d) Council delegates its authority to approve non-required courses to the MSW Studies Committee of Faculty Council. All such changes shall be reported for information to Council;
- e) Council shall award scholarships, bursaries, prizes and other awards in the gift of the Faculty and may delegate this responsibility to committees or officers of the Faculty;
- f) Subject to the approval of the Council of the School of Graduate Studies and the Governing Council of the University of Toronto, Council will determine the standards of admission of students to the Faculty;
- g) Council delegates its power to receive and decide upon academic appeals to the Appeals Committee of Faculty Council.

COUNCIL'S RECOGNITION OF THE RESPONSIBILITIES OF THE OFFICE OF THE DEAN

The Perron Rules (October 15, 1992) state that "the Dean of the Faculty is the chief executive officer of the Faculty and reports directly to the Vice-President and Provost". In this respect, Council recognizes that the Dean has ultimate authority for the allocation and management of the Faculty's resources. According to the Perron Rules, the Dean shall consult with the members of the Division on matters of policy and practice but is ultimately responsible for all administrative decisions that are within his/her jurisdiction and authority. In general, such matters as program changes should be discussed and approved by Council, while the Dean retains responsibility for the overall direction of the Division and, in particular, for authority over the budget, appointments and promotions. The Dean shall advise Council of the resource implications of proposed academic policy decisions. The Dean shall also advise Council of major management proposals that may have a significant impact on the academic programs of the Faculty.

MEMBERSHIP OF COUNCIL

The voting members of Council shall be:

- all faculty members, including Full Professors, Associate Professors, Assistant Professors, and tutors, who hold continuing appointments of 50% or more
- two students from the Ph.D. Program
- five students from the MSW Program, one of whom must be a member of the GSA Executive. (It is recommended that there be representation from both the Year I and Year II levels of the MSW program)
- two members of the administrative staff
- two members of the Association of Field Practicum Educators
- two members of the Alumni Association
- one member of the Ontario Association of Social Workers
- one member of a cognate faculty

Ex-officio members of Council shall be:

- The President of the University
- The Dean of the School of Graduate Studies or his/her representative

MEETINGS OF COUNCIL

Regular meetings and Summer Authority

Council shall meet a minimum of four times per academic year. During the summer months, the Faculty Council Executive of the Faculty Council shall have executive authority to act on behalf of Faculty Council and shall report to the Faculty Council at the first meeting of the academic year.

Special meetings of Faculty Council

A special meeting of Faculty Council shall be called by the Secretary when requested to do so by:

- the Chair of Council; or
- the President of the University; or
- no fewer than five members of Faculty Council.

Quorum and Voting Majority

A quorum of 60% of the total membership of Faculty Council, excluding members of teaching faculty on sabbatical, shall be required whenever a vote, resolution or other decision is taken. The Secretary of Council will maintain an attendance list for establishing quorum.

A two-thirds majority of those present at Faculty Council shall be required to approve a motion.

PARLIAMENTARY AUTHORITY AND PROCEDURES

OFFICERS OF THE FACULTY COUNCIL

Chair of Council

The Chair of Faculty Council shall be the Dean of the Faculty.

Vice-Chair of Council

The Vice-Chair position shall be occupied by a student member of Faculty Council. In the event that no student is prepared to assume this position, another member of Council may serve in this role. The Vice-Chair will be appointed by the student members on Faculty Council in September, for a period of 12 months.

Secretariat

The Dean shall appoint a Secretary of the Council.

PARLIAMENTARY PROCEDURES

Rules of Order

The Chair shall conduct meetings in conformity with Bourinot's Rules of Order, except where the Constitution or By-Laws of the Faculty Council specifically state otherwise.

Votes of Members

Each member of Faculty Council, excluding the Chair (as defined in Part 2, Section 1), is entitled to one vote. See "proxies" below.

Call for Review

Any group of at least eight members of Faculty Council can call for a review of any decision of Faculty Council. In such an event, the review will take place at the next scheduled meeting of Faculty Council.

Proxies

A member of Council or Council Committee may provide another member with a written proxy to vote on his or her behalf at a given meeting. The exception to this rule is the Appeals Committee of Faculty Council where judicial matters necessitate attendance at meetings to hear all evidence and arguments.

Public and In Camera Meetings

Generally, meetings of Council shall be open to the public, including other members of constituencies who are represented on Faculty Council. Members of the public may speak to Council with permission of the Presiding Officer. Council shall have the right to hold meetings in camera or move a meeting into camera. The conduct of open meetings shall conform to the following conditions:

- a) Meetings of the Council shall be open to the public; but where intimate financial or personal matters of any person may be disclosed at a meeting, the part of the meeting dealing with such matters shall be held in camera unless the person to whom the information relates requests that such part of the meeting be open to the public;
- b) Members of Council, including ex-officio members, shall have the right to attend all Council meetings and to speak and vote during such meetings;
- c) Members of Council committees who are not also members of the Council shall have the right to address the Council on matters within the jurisdiction of the committee of which he or she is a member and to participate in the discussion of such matters. Under no circumstances shall members have the right to vote at Council meetings.

Closed meetings shall be conducted under the following conditions:

- a) A meeting may be held in camera by the ruling of the Council prior to the meetings; this ruling shall be communicated in the Notice of Meeting;
- b) The Council may move into camera in the course of a meeting by an affirmative vote by the majority of members present.

AMENDMENT OF THE CONSTITUTION

This constitution may be amended at any regular meeting of the Council by a two-thirds majority of those present and voting, providing that the amendment has been submitted in writing at the previous regular meeting. Such amendment shall constitute a recommendation to the Governing Council, and this constitution shall not be considered amended until approved by the Governing Council.

First approved June, 1975; last amended March, 1993

BY-LAWS OF THE FACULTY COUNCIL
Revised April 2, 1997

INDEX

Page Number

PART 1 - Rules of Procedure for the Election and Appointment
of Members to Faculty Council

PART 2- Rules of Procedure for the Faculty Council

PART 3 - Elected Standing and Special Committees
of Faculty Council

- Executive Committee
- MSW Studies Committee
- Ph.D. Studies Committee
- Appeals Committee
- AMNI Committee

PART 4 - Procedures Regarding Search Committees

PART 1

RULES OF PROCEDURE FOR THE ELECTION AND APPOINTMENT OF MEMBERS TO FACULTY COUNCIL

1. Time of elections and appointments

Elections and appointments for all constituencies, except for the students, will be completed before last Faculty Council meeting of the academic year. Elections for the student representatives will be completed by the end of September of each year.

2. Eligibility and Election/Appointment Procedure*

a) Teaching Faculty

The teaching faculty constituency will be represented by all faculty members, including Full Professors, Associate Professors, Assistant Professors, and tutors, who hold continuing appointments of 50% or more. All members of the teaching faculty of the Faculty of Social Work fitting these specifications will be appointed automatically to Council.

b) Students

The student members will be those students (part-time or full-time) registered with the University of Toronto School of Graduate Studies, who are enrolled in a program of study at the Faculty of Social Work. At least one student representative should be a member of the GSA Executive. The Council secretary will ask the representatives of the relevant student bodies to forward the names of those students chosen by their societies to represent them on Council each year and to indicate the person nominated to the position of Vice-Chair.

c) Administrative Staff

The administrative staff members will be those members of administrative staff of the Faculty of Social Work holding at minimum a 50% annual appointment with the Faculty. They may be of permanent or contract status. The Council secretary will ask the Assistant Dean to solicit nominations from members of the administrative staff. Should the number of nominees exceed the number of positions available, an election will be conducted.

d) Alumni Representatives

These representatives will be members of the Faculty of Social Work Alumni Association. The Council secretary will ask the President of the Alumni Association to forward the names of those alumni chosen by their association to represent them on Council.

e) Association of Field Practice Educators

These representatives will be members of the Association of Field Practice Educators (AFPE). The Council secretary will ask the President of AFPE to forward the names of those individuals who will represent their association on Council.

f) Ontario Association of Social Workers

This representative will be a member of the Ontario Association of Social Workers (OASW). The Council secretary will ask the President of the OASW to forward the name of the individual who will represent their association on Council.

g) Cognate Member

This representative will be a member of a cognate department of the University of Toronto. The Vice-Chair will be appointed by the student members on Faculty Council in September for a period of 12 months. In the event that no student is prepared to assume this position, another member of Faculty Council may assume this role.

* **Note:** An individual member of Faculty Council may represent only one constituency.

3. **Length of Term**

The length of term for alumni, administrative staff, AFPE members, OASW members, Ph.D. students, and cognate members will be two years. The length of term for MSW student representatives will be one year. Members may serve no more than two consecutive terms on Council.

PART 2

RULES OF PROCEDURE OF THE FACULTY COUNCIL OF THE FACULTY OF SOCIAL WORK

1. Chair of Council

The Council shall be chaired by the Dean of the Faculty or, in his or her absence, the Vice-Chair of the Faculty Council.

2. Vice-Chair of Council

The Vice-Chair will carry out the responsibilities of the Chair in that person's absence. He or she may also assume this role when the Chair wishes to speak to an issue. The Vice-Chair will also ensure that there is continuity of student membership on Faculty Council.

3. Secretariat

The Secretary shall: give notice of, attend, and keep minutes of all meetings of the Faculty Council; prepare and maintain a record of the current membership with their mailing addresses furnished by the members; use such means as he or she deems necessary to record the proceedings of the meetings of the Council; and, receive minutes of the proceedings of all Standing Committees of Council.

4. Agenda Setting and Record Keeping

Agenda Setting

The agenda for each regular and special meeting of Council shall be prepared by the Faculty Council Executive. A matter which does not appear on the agenda may only be introduced at a meeting if the introduction is agreed to by two-thirds of the voting members present. The mover shall briefly indicate reasons why the matter should be introduced.

Matters may be introduced for consideration in any of the following ways:

- by personal or written communication to the Chair of Council. The Chair will include the matter on the agenda of the next meeting of the Executive Committee of Faculty Council;
- at a meeting of the Faculty Council under "New Business". Normally this will be referred to the appropriate committee, the

Executive Committee, or the next Council meeting for detailed consideration;

- matters may also be referred among committees and to the Council, and by the Council to any committee;

In matters of great urgency, any of these steps may be by-passed with the approval of the Faculty Council.

In general, the Executive Committee will have the responsibility for monitoring and coordinating agenda matters. The normal pattern for the consideration of an issue will be that the matter will be given detailed consideration by a Standing Committee or a committee established for that purpose. The Committee will subsequently report back to Faculty Council for comment, advice, and/or approval. Following the meeting of Faculty Council, action to be taken on the agenda item will be followed up by the appropriate committee chair or academic administrator, such as the Associate Dean or Dean. A report back to Faculty Council regarding the action taken on the item should be made within an appropriate time frame.

Record-Keeping

Official minutes of Faculty Council and Council Standing Committees will record motions, resolutions, and decisions, the names of movers and seconders, and the outcome of voting. Additional explanatory material and comments for the record may be included at the request of any member of Council. The content of closed meetings of Council or Standing Committees of Council will be recorded separately and kept in a confidential file which will be maintained by each committee Chair or the Secretary of Council.

5. Notice of Motion

A notice of motion shall be forwarded to the Council secretary one week before a meeting of the Faculty Council Executive for consideration for inclusion on the agenda of the following Faculty Council meeting.

6. Orientation of New Members

New members of the Council will be provided with an orientation package which shall include a copy of the Faculty of Social Work Constitution, the most recent annual reports from the Standing Committees of Faculty Council, a copy of the Faculty Council handbook, and minutes of Faculty Council from the previous academic year. The Chair of Faculty Council ensures that an orientation session is held prior to the first meeting of

Faculty Council. When a complete list of the names and telephone numbers of all Council members has been compiled , it will be distributed to all Council members.

Members of Standing Committees of Council shall also be given an orientation at their first meeting of the year to review recent history and orient all members to the terms of reference for that committee.

PART 3

ELECTED STANDING COMMITTEES OF COUNCIL

There are two types of committees that can be formed by Faculty Council:

- **Standing Committees** are ongoing committees of Faculty Council;
- **Ad Hoc Committees** are time-limited committees that are disbanded once their tasks have been accomplished.

All Committees of Faculty Council shall specify their membership and terms of reference.

Executive Committee

Membership

- The Chair of Council
- Three members of the student body (one of whom will be the Vice-Chair of Council), including representation from Years I and II of the MSW program, where possible, and the Ph.D. program
- One member of the teaching faculty
- One member of the administrative staff
- One member of the FSW alumni
- One member of AFPE

Terms of Reference

- a) to set the Faculty Council agenda and to ensure that proper documentation is prepared and disseminated with the agenda;
- b) to review reports tabled at Faculty Council and seek any clarifications that are considered useful to facilitate Council's understanding of the reports;
- c) to monitor implementation of Faculty Council policies;
- d) to ensure that all positions on Faculty Council and Council Committees are filled;
- e) to monitor the functioning of Faculty Council and its Committees;
- f) to ensure that all members of Council are oriented to the history, purpose, and procedures of Council;
- g) to serve in the capacity of Faculty Council if immediate consultation is required and the full Council cannot be brought together (same as Summer Authority);
- h) to bring forth recommendations and report its activities to Faculty Council;
- i) to provide Council with an annual report;
- j) to establish a review of the Faculty of Social Work Constitution at periodic intervals of not more than 10 years.

MSW Studies Committee

Membership

- 5 members of full-time faculty including the MSW Coordinator, Practicum Coordinator and the Dean or Associate Dean
- 2 members of the Administrative staff, one of whom shall be the Admissions Coordinator
- 5 members of the MSW student body
- 1 member of AFPE
- 1 member of the Alumni Association
- 1 member of OASW

Terms of Reference

- a) to have overall responsibility for program quality assurance and long-range planning of the MSW program;
- b) to review and approve proposals for new MSW courses;
- c) to review the MSW curriculum with respect to additions, changes, and deletions consistent with the School of Graduate Studies policies;
- d) to monitor current MSW programs (e.g., Year I, Year II, collaborative programs) and make recommendations regarding additions, changes, or deletions;

- e) to identify new needs for social workers at the MSW level and to make recommendations to better meet these needs;
- f) to review and make recommendations on requests from students and other constituencies related to MSW curricular issues;
- g) to establish an admissions subcommittee to: 1) review and recommend policies with respect to the desired qualifications of all applicants seeking admission to the program leading to the Master of Social Work degree, within the regulations of the School of Graduate Studies; and, 2) review and recommend strategies for recruitment and orientation for students;
- h) to receive reports on awards and financial assistance within the Faculty;
- i) to bring forth recommendations and report its activities to Faculty Council;
- j) to provide Council with an annual report;

Ph.D. Studies Committee

Membership

- 4 members of full-time faculty of the Ph.D. Program, including the Ph.D. Coordinator and the Dean or Associate Dean
- 4 members of the Ph.D. student body
- 2 members of the Alumni Association
- 1 member of the Administrative Staff

Terms of Reference

- a) to have overall responsibility for program quality assurance and long range planning of the Ph.D. program;
- b) to systematically review the Ph.D. curriculum with respect to additions, changes, and deletions consistent with the School of Graduate Studies policies;
- c) to monitor the current Ph.D. Program and make recommendations regarding additions, changes, or deletions to the current Ph.D. Program;
- d) to participate in the accreditation reviews of the Faculty (e.g., OCGS and CASSW);
- e) to identify new needs for social workers at the doctoral level and to make recommendations to better meet these needs;
- f) to review and make recommendations to Faculty Council on proposals for new programs of education in social work at the Doctoral level;
- g) to review and make recommendations on petitions from students and other constituencies related to Ph.D. curricular issues;
- h) to develop policies with respect to the desired qualifications of all applicants seeking admission to the program leading to the Doctor

of Philosophy degree, within the regulations of the School of Graduate Studies;

- i) to develop strategies for recruitment and orientation for students;
- j) to bring forth recommendations and report its activities to Faculty Council;
- k) to provide Council with an annual report.

AMNI Centre Advisory Committee

Membership

Membership of the AMNI Centre Advisory Committee will consist of teaching faculty, students, alumni, field instructors and members of community organizations. At least fifty percent of the committee must be comprised of members from the social, health and community services sector in Metropolitan Toronto.

Terms of Reference

- a) To advise the Faculty of Social Work in the development of the AMNI Centre;
- b) To advise and plan, in consultation with the Faculty of Social Work, appropriate activities for the AMNI Centre on an annual basis;
- c) To identify significant issues relating to social work education, research, and practice from the perspective of the community;
- d) To identify ways in which the AMNI Centre can best serve the interests of the social, health, and community services sectors for ethno-racial minorities and Natives groups;
- e) to bring forth recommendations and report its activities to Faculty Council;
- f) to provide Council with an annual report.

Appeals Committee

Membership

The Committee will be composed of the following five persons:

- Chair of the Faculty Council (Chair)
- Two members of the Teaching Faculty
- Two students from either the MSW or Ph.D. program, one of whom will be a member of the Faculty Council

Terms of Reference

- a) The purpose of the Student Appeals Committee is to establish Appeal Panels to receive, hear, and decide on all student appeals in the Faculty, and to report their decisions for information to Faculty Council. Appeals may result from disputes on substantive or procedural academic matters, including grades. (It should be noted that the Committee does not deal with infractions of the University's Code of Behaviour on Academic Matters or Code of Student Conduct);
- b) Students, Teaching Faculty and Field Instructors are, however, encouraged to settle disputes regarding grades and other academic matters on an informal basis. The recommended route for the resolution of such disputes is to discuss the matter first with the instructor or the person whose ruling is in question; then, if the dispute persists, with the appropriate coordinator (the Coordinator of MSW Studies, the Coordinator or Associate Coordinator of the Practicum, or the Coordinator of Ph.D. Studies). Should the matter not be resolved, the student may appeal to the Student Appeals Committee; and
- c) In addition, the Committee will conduct an annual review of formal and informal procedures for dispute resolution and of appeals procedures and present its recommendations to the Faculty Council.

PART 4

PROCEDURES REGARDING SEARCH COMMITTEES

Search Committees to appoint new Faculty members shall include:

- members of the teaching faculty
- students from the MSW program
- student from the Ph.D. program
- representatives from the remaining constituencies of Council
- The Dean