APPENDIX C
Committee and Administrative Structure of the School of Social Work

The School of Social Work’s educational program is the responsibility of the faculty. The faculty is central to the governance of the School and makes all major policy decisions regarding the present and future of its educational programs. The Faculty of the Whole is the central committee of the School and utilizes both a Committee Structure and an Administrative Structure to implement its goals and objectives. The Faculty of the Whole elects the Director of the School. Committees are composed of faculty members, staff, students, and community practitioners. The School’s organizing principles are consistent with family-centered and community-based practice principles. The principles taught in the curriculum and guiding our educational programs also guide our organizational processes.

Committee Structure

The School of Social Work utilizes a committee structure that provides input into the undergraduate and graduate educational programs and operations of the School. The major governing body is the Faculty Committee of the Whole. All of the academic programs of the School (BA, MSW, Ph.D., Distance Education) and the National Resource Center on Family Centered Practice are lead by faculty members. The Director of the School is a faculty member elected by the Faculty of the Whole, and appointed by the College of Liberal Arts and Sciences as the Departmental Executive Officer. The Faculty of the Whole, Director, and Program Directors receive recommendations from the following subcommittees: the Curriculum/Continuing Education Committee, Admissions Committee, Ph.D. Committee, Student Advancement Committee, Diversity Committee, Faculty Search Committee, Faculty Promotion and Tenure Committees, Appeals Committee, Advisory to the Director is the Professional Advisory Committees and the Executive Committee. The Executive Committee’s membership includes the chairs of all the subcommittees and programs of the Faculty of the Whole and professional administrative staff. The Faculty of the Whole meets monthly and is chaired by elected Faculty Representatives.

Faculty Committee of the Whole. All tenure track, clinical and visiting faculty persons are voting members, and all professional staff are non-voting members. The Faculty of the Whole acts on recommendations from its subcommittees concerning policy, procedure, and plans for the School and reviews student advancement. Two persons elected by the Committee of the Whole to fill the positions of Faculty Representatives serve as rotating chairs. The faculty assembles monthly. At the first faculty meeting of the year (August) the faculty vote on a calendar which is proposed by the Program Administrator in consultation with the Director, committee chairs and program coordinators. This calendar includes monthly faculty meetings, which have routinely been scheduled for 2 hours once per month. Faculty meeting agendas are solicited monthly by the faculty representatives. Any faculty or staff member may submit items for the agenda and the faculty representative determines the order/time allotment, etc. The agenda includes the Director’s report, followed by committee reports. Meeting agendas are adopted by majority vote as needed. The agenda includes time allocated by agreement of the faculty for special concerns of the faculty, such as periodic review for CSWE or collegiate review, or attention to special themes relevant to education or the profession of social work. Meetings are governed by Roberts Rules of Order and simple majority vote. Policy is not voted upon without a quorum (2/3 of voting faculty). Voting during faculty meeting may be by show of acclamation, show of hands or ballot, which is agreed upon by the faculty prior to the vote. On some occasions, faculty vote by mail. Generally faculty are permitted to submit their viewpoints in writing and vote in absentia if they cannot attend.
Committee Structure

Professional Advisory Committees

Director

Executive Committee

Promotion and Tenure Committees

Grievance Panel

Faculty of the Whole Faculty Reps Chair

BA and MSW Student Organizations

National Resource CTR on Family Centered Practice

PROGRAMS

BA Program

MSW Program

Distance Education

MSW Program

SUBCOMMITTEES

Curriculum/Continuing Education

Sequences
HBSE/Diversity Practice
Policy
Research
Field/Practicum

Concentrations
Integrated
Family Centered Practice

Admissions Committee

BA Panel

MSW Panels

PhD Program

Doctoral Studies Committee

Student Advancement Committees

Diversity Committee

Faculty Search Committee
Committees Advisory to The Director

Professional Advisory Committees. Practitioners in Social Work and allied fields are drawn from the community to serve on four committees, one in each program location (IC, DM, SC, QC) as advisory to the Director, Distance Education Coordinator and Faculty of the Whole. A wide range of practice areas is represented in this membership. Participants provide input and feedback regarding the School's programs to the Faculty, Program Coordinators, Curriculum Committee, and/or Director. In addition, they also provide feedback to the Continuing Education Committee. These Committees meet once or twice each year and are also contacted via mail, or by phone, as needed.

Executive Committee. Members include the Director, MSW Director, Doctoral Program Director BA Director, NRC Director, Distance Education Director, Field Director, Research and Training Committee Chair, Diversity Committee Chair, and the Operations and Program Administrators. The Executive Committee is advisory to the Director, and is charged with implementing the Strategic Plan. The Committee may provide counsel on issues posed by any member of the faculty. The Director is chair. The Operations Coordinator staffs the committee.

Faculty Promotion, Tenure, and Review Committee(s). Are appointed by the Director as needed when faculty are considered for Tenure, Promotion, Annual Review or Peer Review as required by the College of Liberal Arts and Sciences.

Grievance Panel: If, after consultation with the Program Director, it is determined that a formal grievance may be appropriate, the individual bringing the grievance will meet with the School’s Director for guidance regarding whether the issue can be resolved at the departmental level. Depending on the nature of the concern, the Director may:
- Take action within his/her authority to resolve the problem.
- Refer the individual to the Academic Programs Office or to another office, such as the University Ombudsperson.
- Determine that the issue is grieve-able at the School level and provide information regarding the procedure to file a formal grievance. Once the formal written grievance is received, the Director will then convene a panel of three faculty and appoint one to be the moderator. The Panel will report its findings to the Director who will inform both parties. If it is a student bringing the grievance and it is not founded by the panel, it may be appealed to the Academic Programs Office. Information regarding the specific procedures related to this formal grievance process is available from the Director or Program Administrator.

Subcommittees of the Faculty Committee of the Whole

Curriculum/Continuing Education Committee. Is accountable for all educational programs of the School continuing education programs, and all electronically transmitted courses. The Committee is also responsible for assuring the integrity and adherence to policy of all syllabi and course outlines, and the overall quality of education provided by the School. The Curriculum Committee is empowered to request information of committees composed of sequence chairs and the faculty who teach in those sequences to address curriculum issues and report to the Committee. Members include MSW and BA Directors, the Program Administrator, Family Centered and Integrated Practice Chairs, Director of Field Education, Distance Education Director, Diversity Chair, two graduate students, two undergraduate students, and two practitioners (representing graduate and undergraduate levels of field instruction). The MSW and BA Coordinator co-chair. The
Development Coordinator assists with developing and marketing continuing education events.

_Doctoral Studies Committee_. This committee is composed of at least three faculty members in addition to the director of the doctoral program. The Doctoral Studies Committee (DSC) recommends to the director new members for the Doctoral Studies Committee. The director then appoints the new member. In making the recommendation to appoint a member, the DSC should consider the proportion of senior to junior faculty members, the proportion of new to continuing members, and faculty members who may eventually serve as director of the doctoral program. The term of appointment for members will be two years. The member may serve consecutive terms. Terms on the DSC will be staggered. The DSC will oversee the operation of the program, including admitting students to the program, distributing travel and dissertation funds, and developing and implementing policies and procedures.

_MSW Student Advancement Committee(s)._ Is responsible for receiving reservations regarding MSW student problems filed by faculty members, and for deciding if the student shall be promoted. The Student Advancement Committee consists of the MSW Director (chair) and two impartial faculty members appointed by the Director. If the MSW Director is the faculty member filing the reservation (other than low GPA) or is the student’s advisor, another person shall be appointed by the Director of the School to serve as chair.

_BA Advisors Committee._ The BA Director assembles the BA Advisors regularly and at least once per semester to review advising policy. Student progress may also be discussed in this group, or the BA Director may talk with faculty individually.

_Admissions Committee._ Reviews admissions policy and recommends policy changes to the Faculty Committee of the Whole. Gathers information regarding admissions for the faculty and Director. Composed of the MSW and BA Directors, Director of Field Education, Distance Education Director Diversity Chair, the Program Administrator, one elected faculty member, and a practitioner and a graduate student appointed by the Director. The Programs and Admissions Coordinator staffs the panel.

Two subcommittees of the Admissions Panel review applications:

The _MSW Admissions Panel_ is composed of the MSW Coordinator, Director, Director of Field Education, Distance Education Coordinator, the Program Administrator, one elected faculty member, and a practitioner and graduate student appointed by the Director. In addition, faculty members from the Distance Education sites assist with applicant review in those sites. The Program Administrator/Admissions Director chairs the panel and the Programs and Admissions Coordinator staffs the panel.

The _BA Admissions Panel_ is composed of a deployed faculty member, the Program Administrator, and the BA Director, The Program Administrator/Admissions Director chairs the panel, and the Programs and Admissions Coordinator staffs the panel.

_Diversity Committee._ The Diversity Committee guides the implementation of an intervention plan for increasing the cultural competence of the School of Social Work, including recruitment and retention of faculty and students who will contribute to the diversity of the School. Committee members are the Executive Committee, other interested faculty, staff and students. The chair is deployed by the Director as a service assignment. An immersion-learning subcommittee of the diversity committee is charged, as needed, with reviewing immersion/service learning course proposals, which are forwarded to curriculum committee for final approval.
Search Committee(s) is responsible for conducting faculty searches and making recommendations to the Director and Faculty regarding new appointments. Committee membership:

- Chair is appointed by Director as a deployment assignment
- Two faculty members are elected by Faculty of the Whole and
- One faculty member appointed by the Director
- Program Administrator
- 1 professional social work/community representative for clinical searches
- 1 student representing all students, (non-voting)

Adhoc committees: Formed to address specific areas, such as Technology Subcommittee which is considering various modalities for distance education, and a subcommittee is developing a proposal to offer the BA program in Des Moines.

Administrative Structure

Faculty members serve in major administrative positions in the School: the Director, the Distance Education Coordinator, MSW Coordinator, the BA Coordinator, the Doctoral Studies Coordinator, the Director of the National Resource Center for Family Centered Practice and the Director of Field Education. In addition, two professional staff have administrative positions: the Operations Administrator and the Program Administrator. Providing support to the School are three staff positions: Operations Coordinator, Admissions and Programs Coordinator, and Des Moines Program Education Coordinator. Providing support for NRC are professional staff, support staff as well as research assistants and student employees. Finally, there are a number of other administrative and committee chair positions filled by faculty either through deployment as service to the School or by election of the faculty. The Administrative Team composed of the Director, Distance Education Coordinator, Program Administrator, Operations Administrator and Operations Coordinator, is responsible for the overall management of the School including personnel and financial operations, space, and equipment on at all program locations.

Faculty Positions

Director, The Director is the Departmental Executive Officer. Responsible for the internal administration of the School and for representing the School within the University Community: Serves as liaison to the College of Liberal Arts and Sciences. Chairs the Executive Committee and the Administrative Team. Provides leadership to the faculty, staff, and the School’s constituent groups in pursuit of the School’s mission and goals and the development and implementation of the Strategic Plan. Coordinates the School’s educational, research, and service programs, including deployment plans for faculty and staff, and makes day-to-day operational and procedural decisions in this regard. Oversees the faculty search process: considers recommendations from the Search Committee and the Faculty of the Whole and makes recommendations to CLAS for faculty hiring. Oversees the review of the department’s tenured, tenure track and non-tenured faculty. Chairs Search Committee for staff hiring. Conducts annual performance review of all faculty and professional staff and makes recommendations for annual merit raises. Hires and evaluates adjunct faculty. Supports and facilitates the career development of faculty and staff and oversees mentoring process of junior faculty. Appoints graduate student assistants and oversees their supervision by faculty. Hears grievances from students as part of the grievance process. Oversees the budget and external funding. Oversees submission of reports and other documents requested by collegiate and University offices. Responsible for fiscal management/oversight of Wild
Bill’s Coffee Shop. **Responsible for external community and professional relationships of the School:** organizes and appoints members to the Professional Advisory Committees (in consultation with the Distance Education Coordinator). Facilitates productive relationships with alumni and other constituency groups. Develops supporters of the School through public relations efforts. Oversees fundraising efforts and gift-giving from alumni and friends.

**NRC Director:** Responsible for the National Resource Center for Family Centered Practice in its totality, including its training, research, and information dissemination functions. The National Resource Center for Family Centered Practice is a grant funded Center in the School of Social Work which provides **staff training, research and evaluation, and library research** on family-based programs and issues to public and private human services agencies in states, counties, and communities across the United States. The Center has worked in child welfare, mental health, juvenile justice, community action, county extension, Head Start, and job training programs. Serves on Executive and Diversity Committees.

**Distance Education Director:** Responsible for the administration of all the distance education programs including the Des Moines Social Work Education Center and the two part-time MSW programs in Sioux City and Quad Cities. Oversees educational facilities and educational programming in off-campus programs. Conducts off-campus faculty and adjunct faculty meetings. Advises pre-admission MSW candidates in the Des Moines and Quad Cities programs. Faculty liaison between the School of Social Work and the Division of Continuing Education and with off campus partners, such as the Quad Cities Graduate Center, Briar Cliff University and the Tri-State Graduate Center in Sioux City. Assists Director with linkages to Professional Advisory Committees in off-campus locations. Serves on the Administrative Team, Executive, Diversity, Curriculum, Committees and the MSW Admissions Panel. Works closely with MSW Director Field Director and Program Administrator in assuring comparability of education across all sites.

**MSW Director.** Responsible for oversight of the MSW program and resolving student problems regarding the educational program. The MSW Director represents the Faculty in insuring that students are adequately informed about the curriculum, procedures and policies and rights and responsibilities or where to seek further information. The MSW Director provides academic advising when students’ assigned advisor is on leave. Considers request for revision in the structured sequenced program, transfer from full time to part time or part time to full time status and for transfer between centers. Works closely with Program Administrator and Distance Education Director, especially with regard to policies and procedures and admissions. Works closely with Curriculum Committee and sequence chairs on curriculum issues. Co-chairs the Curriculum Committee, Chairs the MSW Student Advancement Committee, serves on Admissions and Scholarship Committee. Faculty liaison to MSW student organization.

**BA Director.** Responsible for the oversight of the BA program of the School, including orienting new students, serving as a liaison to academic advising outside the School and to faculty advisors within the School. Responsible for resolving undergraduate student educational problems or requests for policy waivers. Works closely with the Program Administrator to adhere to CLAS, CSWE and School policy. Serves as liaison to BA Student Association. Serves on the BA Admissions Panel. Co-chairs the Curriculum Committee and serves on the Executive Committee.
Doctoral Program Director. Provides administrative direction to the Ph.D. program for a term of three years. The Coordinator may serve consecutive terms and will be the presiding officer of the doctoral program, will have the authority to call meetings of the faculty or students, will provide input to the Director on appointment of members to the Doctoral Committee, and will provide leadership in the recruitment of doctoral students and in obtaining of funds for support of the program.

Field Director: Administers field education at all centers and provides supervision to field administrators in distance education sites: Interprets CSWE and School policy for field administrators; consults and directs field administrators with any student issues in practica; provides feedback to field administrators about their performance in conjunction with Director and Distance Education Coordinator; participates in practicum orientations at all program locations: describes various roles and expectations of the School regarding all involved with practicum (students, agency-instructors, coordinators, faculty, field administrators, and Director of Field); explains practicum policies and procedures. Assists the Program Administrator and Distance Education Directors with planning field course offerings across all locations and preparing and deployment plan for field instruction with the Director. Develops and monitors the yearly field education budget along with the Operations Administrator. Estimates anticipated numbers of students entering all levels of field (field experience, foundation, and advanced practica) and expected numbers of coordination visits required to support those students. Monitors numbers of coordinator agency visits and mileage claims. Serve as Field Administrator for graduate practicum in Iowa City and administers and instructs 42:193 Field Experience and 42:189 Field Experience Seminar. Represents Field Education in the governance of the School: Chairs the filed/practicum sequence; Serves on Executive, Diversity, MSW Admissions, and Curriculum committees.

Professional Staff Positions

Operations Administrator. Is responsible for planning and maintenance of the School as a functional unit within the College of Liberal Arts and the University. Special areas of responsibility include personnel and financial. Works closely with the Director. Serves on the Administrative Team and Executive Committee.

Program Administrator/Admissions Director. Plans and coordinates the educational programs of the School of Social Work (undergraduate, graduate -on- and off-campus and continuing education programs.) Planning is accomplished through membership on the Administrative Team, Executive, Curriculum, Diversity Committee and planning meetings with Program Directors. Serves as Admissions Director. The Program Administrator also provides oversight for adherence to, and information about educational policies as delineated by the University College of Liberal Arts & Sciences, Graduate College, Center for Credit Programs, the Council on Social Work Education (CSWE) and the School. Serve as the School’s principal source of information concerning educational activities and programs and administers the dissemination of this information to faculty, student, staff and constituencies; including Catalog copy, University Schedule of Courses, CLAS Guide, Grad Center Schedule of Courses, Faculty Handbook, student handbooks, etc.

Operations Coordinator. Provides support to the Director. Provides coordination and support for School operations, including space and equipment. Serves on Administrative Team.
Admissions and Programs Coordinator. Coordinates and manages information dissemination regarding admissions process/procedures for BA, MSW, Ph.D. programs and manages applicant files and data. Coordinates and manages the registration/course enrollment/course evaluation process for social work major courses and graduate students, insuring that departmental and university policies are adhered to by faculty and staff. Coordinates and manages program related intra-departmental information systems. Staffs the Admissions Panels and maintains the applicant and student databases. Provides general support to the Program Administrator, Program Directors, hires and supervises work-study students in the main office.

Des Moines Program Coordinator. Provides instructional support for the School of Social Work’s students, adjunct faculty and regular faculty at the Des Moines center, including enhanced use of distance education strategies/technologies. Provides on-going developmental activities to sustain/grow the MSW and BA-SW programs in Des Moines; and provides office coordination and management for the Des Moines center.

Other Faculty Support Positions

Faculty Representatives (elected). Two tenured faculty members are elected by the faculty each year to serve as representatives of the Faculty of the Whole. Faculty Representatives convene and facilitate the monthly faculty meetings, assuring that all programs and committees are represented on the agenda, as well as individual faculty or staff items. Convenes additional or special faculty meetings as needed, for example for Search business.

Diversity Support Coordinator. The School of Social Work strives to provide a safe and supportive environment and to facilitate appreciation of diversities represented within the School and beyond. The Diversity Support Coordinator is available to assist all students when they feel marginalized. This may be due to their culture, race, ethnicity, (dis)ability, family structure, sexual orientation, age, belief system, religion or lack of religion, spirituality, or conflicts regarding students’ ability to incorporate personal beliefs with social work principles, values and standards. Consultation with the Diversity Support Coordinator is private, nonjudgmental and confidential. Deployed by the Director as a service assignment.

Diversity Chair. Is responsible for assuring diversity within the School through the recruitment and retention of faculty and students and of students with special needs and with implementing the Cultural Competence Initiative and Strategic Plan items related to diversity. Serves on Executive Committee and chairs the Diversity Committee.

Faculty Development Seminar Facilitator. Organizes the monthly faculty development seminar.

Family Centered Practice Concentration Chair. Is responsible for development and maintenance of family centered practice courses (content, compliance with syllabi and accreditation guidelines). Serves on the Curriculum Committee.

Integrated Practice Concentration Chair. Is responsible for development and maintenance of integrated practice courses (content, compliance with syllabi and accreditation guidelines). Serves on the Curriculum Committee.
Field/Practicum Sequence Committee. Oversees all aspects of practicum including administration, coordination, and relationships with practicum agencies and instructors. The Committee is comprised of all faculty responsible for practicum in all locations. The Director of Field Education is chair.

Human Behavior Sequence Chair. Is responsible for courses (across concentrations) in human behavior area. Meets with faculty (regular and adjunct) at least once per semester and reviews course outlines at the request of the Curriculum Committee.

Policy Sequence Chair. Is responsible for courses (across concentrations) in policy area. Meets with faculty (regular and adjunct) at least once per semester and reviews course outlines at the request of the Curriculum Committee.

Practice Sequence Chair. Is responsible for courses (across concentrations) in practice area. Meets with faculty (regular and adjunct) at least once a semester and reviews course outlines at the request of the Curriculum Committee.

Research Sequence Chair. Is responsible for courses (across concentrations) in research area. Meets with faculty (regular and adjunct) at least once per semester and reviews course outlines at the request of the Curriculum Committee.