

DEPARTMENTAL GOVERNANCE STRUCTURE

Introduction: The department is governed primarily through a) various committees-- each with specific roles and responsibilities--and b) Faculty and Departmental Meetings. The relationship between the two is one of “advice and consent, with individual committees having most of the responsibility for *policy development* and Faculty and Departmental meetings having a primarily *policy enactment* role. As part of this process, committees are frequently asked by the Faculty and/or the Department to develop recommendations on specific issues to bring back to Faculty or Department Meetings. The agendas of individual committees, as well as those of Faculty and Departmental meetings, are posted on the department’s private computer drive, and any faculty or staff member can attend any committee meeting or Faculty and Departmental meeting to discuss issues of particular interest to them.

Faculty and Departmental Meetings-

Department Head, Chair

One of the primary roles of Faculty and Departmental meetings is to determine the overall direction of the department. This includes defining and, on an ongoing basis, operationalizing the department’s mission, goals, and objectives. Faculty Meetings are also the primary governing structure of the Department. As such, Faculty Meeting members regularly review and evaluate the development and implementation of the MSW program. They also act upon the policy recommendations of individual departmental committees, accepting, rejecting, and/or modifying these recommendations. Once a semester, faculty review the progress of every student and, when appropriate, make decisions regarding remediation and/or dismissal pursuant to the Department’s remediation and dismissal policy. Acting on the recommendations of the Admissions Committee, faculty also annually determine the number of new students to be admitted into the program. Faculty and student participants of Faculty Meetings have special responsibilities for monitoring curriculum and, when appropriate, making recommendations for the Academic Affairs Committee to explore particular curriculum issues. Faculty Meetings are comprised of all teaching faculty and up to two representatives from the MSW Student Association.

Executive Committee-

Department Head, Chair

This committee consists of the Department Head, the Director of Graduate Studies, and the directors of American Indian Projects, Field, and the UMD Center for Regional & Tribal Child Welfare Studies. It provides consultation to the Department Head on a range of issues. This includes consultation about personnel, curriculum, program development, and budgetary issues. The Committee also helps the Department Head set agendas for Faculty and Departmental Meetings. Although the primary role of the Executive Committee is advisory to the Department Head, it is also responsible for developing specific recommendations to the Faculty and Departmental Meetings in relationship to, 1) major policy proposals that could impact on the department as-a-whole, and 2) all matters affecting the overall governance of the department. Additionally, it acts on policy issues that need resolution during the summer or at other times when Faculty and/or individual committees aren’t meeting.

Center for Regional and Tribal Child Welfare Studies Committee

Center Assoc Director, Chair

This committee sets overall vision and priorities of the Center. It also, a) coordinates the activities of IV-E and other grants, including curriculum development, student support, faculty development, outreach and evaluation; b) sets standards and policies for the administration of the IV-E and other grants; c) monitors the Center's overall budget, including the budgets of its individual grants; and d) and develops grant proposals. It meets with the Center Community Advisory Committee quarterly.

American Indian Projects Committee

AIP Director, Chair

The mission of American Indian Projects (AIP) and of the AIP Committee is to develop and oversee programs and initiatives related to serving American Indians students and community members. This includes providing support, advocacy, and services that support the recruitment and retention of American Indian students. It also includes American Indian curriculum development within our program, as well as the provision of linkages to the American Indian community. AIP core membership includes all American Indian Faculty and the AIP staff, as well as non American Indian faculty and staff that are selected on a year-by-year basis by the AIP Director on the basis of their being able to make major contributions to AIP's program objectives during that year. In addition to its regularly scheduled meetings, AIP maintains a relationship with an eight member American Indian Community Advisory Council that provides guidance, recommendations, and sanction to AIP initiatives and activities.

Academic Affairs

DGS, Chair

Academic Affairs reviews and recommends graduation requirements and academic standards; and develops and monitors curriculum consistent with CSWE accreditation guidelines, including core and required courses. Subcommittees of Academic Affairs include the following tracks: policy, practice, field, human behavior, research and American Indian content.

Field Committee

Field Coordinator, Chair

This committee provides ongoing dialogue between field liaisons including discussions of issues related to students' field placements and (field) seminars. It also makes decisions on special requests of students and/or special issues that arise in placements (e.g., it rules on student requests to change placements). In addition, the Field Committee also helps to organizes annual field activities, such as fall training and field portion of incoming student orientation(s). Membership is made up of field faculty and coordinator.

Budget Committee**Department Head, Chair**

The Budget Committee consists of the Department Head, the Director and Associate Director of the UMD Center for Regional & Tribal Child Welfare Studies, and the Executive Administrative Specialist. Its primary purpose is to work with the Department Head to make ongoing budget decisions and to regularly monitor expenditures and balances. The Committee makes annual recommendations to the full faculty about (line-by-line) allocations.

Staff-Department Head Group**Department Head, Chair**

The Staff-Department Head Group consists of the Department Head and all support staff members. Its primary purpose is to maintain ongoing dialogue between the staff and the Department Head about staff workloads and staff's overall work climate, and to mutually problem-solve around any issues that arise. This group periodically reports to the full faculty on workload issues that arise.

Student Affairs Committee**Director of Graduate Studies, Chair**

This committee reviews new student applications for admission and makes recommendations to admit or deny admission; develops and implements methods of recruiting prospective students; reviews and modifies application materials; sets standards for administering financial aid; reviews financial aid applications and makes recommendations to Director of Graduate Studies; promotes advising and student retention; develops and implements procedures for meeting special needs of diverse students; reviews student performance and makes recommendations to the faculty regarding remedial action and dismissal. Student Affairs meets every other week as necessary during the academic year and weekly from mid-January through February during admissions review.