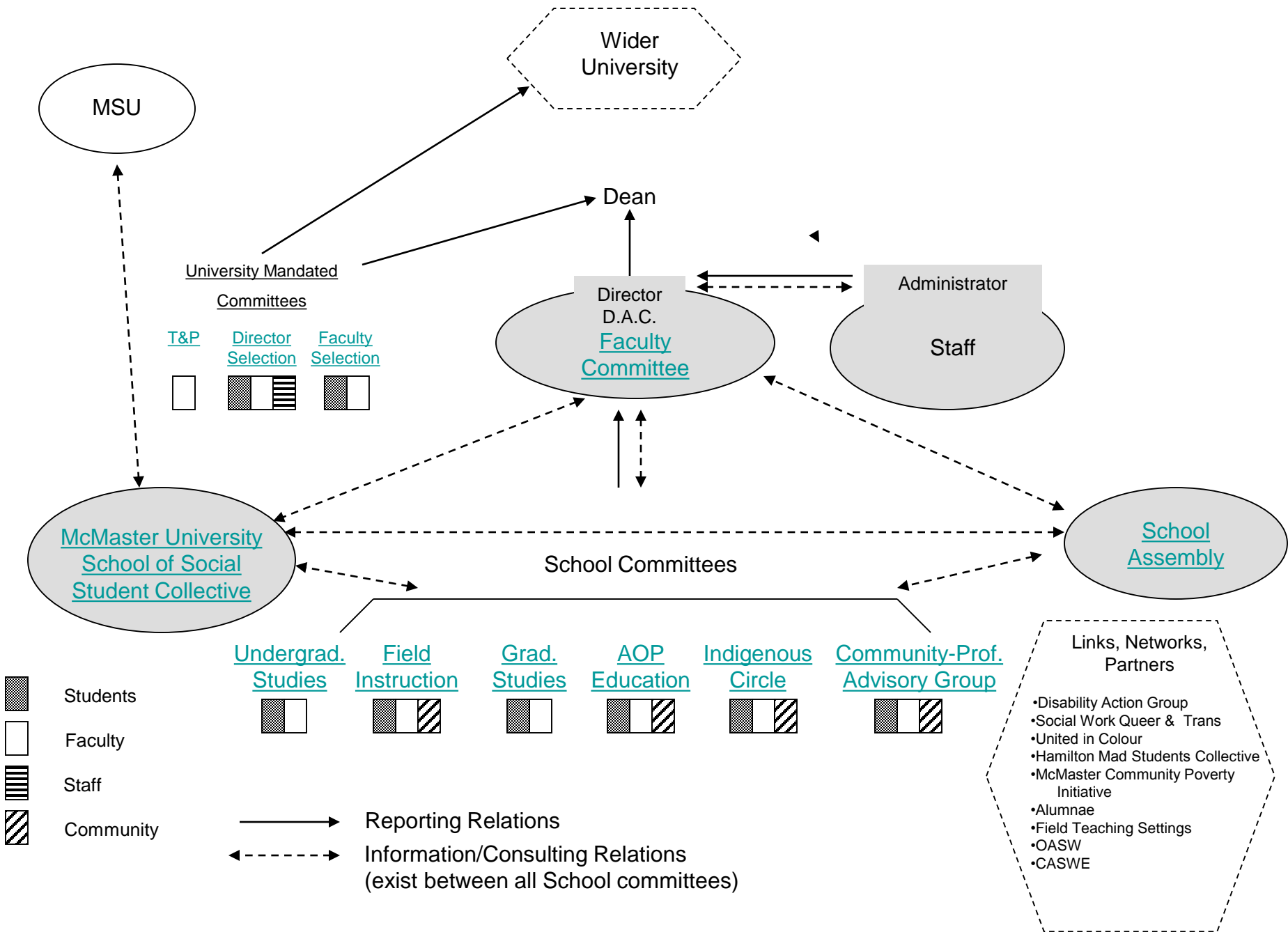


School of Social Work Organizational Chart



Faculty Selection

Mandate:

- See Guidelines for the Selection and Recruitment of Faculty Members:
- <http://www.mcmaster.ca/senate/hrfaculty/recruit.htm>
- <http://www.mcmaster.ca/senate/hrfaculty/recruit.htm>)

Membership:

- 3 faculty (usually one per rank), 1 graduate and 1 undergraduate student.

Procedures:

- The committee is chaired by the Director and makes recommendations to the Faculty Appointments Committee.

[Back to chart](#)

Director Selection

Mandate:

- See Procedures for Selecting Department Chairs:
- <http://www.mcmaster.ca/senate/hrfaculty/seldept.htm>
- <http://www.mcmaster.ca/senate/hrfaculty/termschr.htm>

Membership:

- Representing the School: 3 faculty (usually one per rank), 1 staff member, 1 graduate and 1 undergraduate student.

Procedures:

- The committee is chaired by the Dean and makes recommendations to Senate Appointments Committee.

[Back to chart](#)

Tenure & Promotion

Mandate:

- See Policy with respect to Appointment, Tenure and Promotion:
<http://www.mcmaster.ca/senate/hrfaculty/tenprom.htm><http://www.mcmaster.ca/senate/hrfaculty/recruit.htm>

Membership:

- All tenured faculty members.

Procedures:

- Chaired by the Director and makes recommendations to Faculty T&P Committee.

[Back to chart](#)

Faculty Committee

Mandate:

- to make final decisions on matters of concern to the School after consultation and input from appropriate committees. Depending on the issues involved, decisions made here are either implemented in the School or sent as recommendations to relevant bodies in the University e.g. Faculty of Social Sciences, School of Graduate Studies.
- to serve as a forum for information exchange, support and discussion of short and long-term issues and opportunities for the School.
- to serve as a forum for consultation and support of the Director in her/ his work in representing the School in the wider university.

Membership:

- All tenure track and ongoing (at least 12 month CLA) faculty.

Procedures:

- The committee is chaired by the Director and usually meets monthly. In keeping with the School's organizational culture, decisions are usually arrived at by consensus. In the event that consensus cannot be achieved, proposals are put to a vote and determined by a simple majority. The Administrative Co-ordinator attends to record decisions and provide advice and support.

[Back to chart](#)

School Assembly

Mandate:

- to provide a forum for discussion of particularly large issues (e.g. a major curriculum review or the introduction of a new program) that may benefit from wider dialogue than is provided for through the School's ongoing committees and channels of consultation and discussion.
- to provide a forum for addressing issues identified by CPAG for focussed study and action.
- to make recommendations to and advise the Faculty Committee and Director who are accountable to all School constituencies.

Membership:

- All faculty, students, staff and CPAG members and invited guests.

Procedures:

- An Assembly is co-facilitated by a faculty member and a student, designated respectively by the Director and by SWSA. It is convened if one of the School's constituent groups or a group or coalition of concerned students/faculty/staff considers that it will be valuable.

[Back to chart](#)

MUSSWSA

- ***The McMaster University School of Social Work Student Association*** is an important part of the life of the School. With varied emphasis over time, the Association identifies representatives to sit on School committees, is involved in student activity in the wider University (through MSU structures) and engages with the community through, for instance, speakers series, fund-raising and social action. The Director and the Undergraduate and Graduate Program chairs consult with the Association's steering committee/ officers and vice versa. The School supports the Association by, for example: the provision of office space, supplies, electronic channels of communication, and funds to send a representative to CASSW annual conference.

[Back to chart](#)

Community-Professional Advisory Group

Mandate:

- to keep the School current with respect to local needs and issues
- to provide a forum for School- Community exchange
- to advise on areas requiring development (especially issues or populations that are not sufficiently addressed in the curriculum).
- to make recommendations to and advise the Faculty Committee and Director.

Membership:

- 6 - 10 community representatives (of alumnae, consumer and advocacy organizations, front line and management perspectives in social services, field teaching settings, OASW) chosen to include a range of voices and asked to serve for 3 year terms in order to include a diversity of perspectives and to build and expand the School's community connections; 1 undergraduate and 1 graduate student; Faculty Field Coordinator; Undergraduate and Graduate Program Chairs; and Director.

Procedures:

- Co-chaired by a community representative and the Director and meets at least twice a year. To focus its work, a theme or issue is identified every 2 or 3 years for the School's particular attention, development and action. The Graduate Secretary attends to record decisions.

[Back to chart](#)

Indigenous Circle

Mandate:

- to support and monitor the recruitment and retention of Aboriginal students, with the goal of reducing barriers to admission, enhancing students' experience in the School and the University, and linking with local Aboriginal communities.
- to support and learn from Aboriginal students experiences of social work education.
- to make recommendations to and advise the Faculty Committee and Director.

Membership:

- Aboriginal students, alumnae and community members, Undergraduate and Graduate Program chairs and one other faculty member.

Procedures:

- Meets at least twice a year and is co-chaired by a faculty member designated by the Director and a community member/ alumnae.

[Back to chart](#)

Anti-Oppression Education

Mandate:

- to facilitate and support the implementation of the School' s Statement of Philosophy in curriculum and teaching.
- to make recommendations to and advise the Faculty Committee and Director.

Membership:

- Representatives of CARE, WINGS, LGB, Aboriginal Issues, Disability Action Group and other groups that may form in the School and wish to take part; Graduate and Undergraduate Program Chairs, Faculty Field Coordinator.

Procedures:

- Meets at least once a term and is chaired by a faculty member designated by the Director.

[Back to chart](#)

Graduate Studies

Mandate:

- to monitor and support the graduate program in accordance with the School's philosophy, CASSW standards, OCGS requirements and University regulations.
- to engage in planning and curriculum development.
- to undertake admissions and recruitment, and from time to time review admissions procedures and practices.
- to enable and support graduate student participation in the life of the School.
- to make recommendations to and advise the Faculty Committee and the Director.

Membership:

- 4 faculty and 4 students (2 policy/2 practice). (Quorum is 2 and 2). Ex officio: Undergraduate Program Chair, Director and Administrative Co-ordinator.

Procedures:

- The committee is chaired by Graduate Program Chair and usually meets monthly in term-time. The Graduate Secretary attends for advice and support and to record decisions.

[Back to chart](#)

Field Instruction

Mandate:

- to monitor and support the field education component of the program.
- to provide advice and support field instructor training, the development of field teaching settings and resources, annual field forum.
- to make recommendations to and advise the Faculty Committee and the Director.

Membership:

- 3 faculty, 3 students and 3-6 field instructors who serve staggered terms of 3 years in order to represent a range of practice settings. (Quorum is 2, 2 and 2). Administrative Co-ordinator ex-officio.

Procedures:

- The committee is chaired by the Faculty Field Coordinator and usually meets monthly during term-time. The Administrative Co-ordinator and Undergraduate Secretary attend for advice and support; the latter takes notes and records decisions.

[Back to chart](#)

Undergraduate Studies

Mandate:

- to monitor and support the undergraduate program in accordance with the School's philosophy, CASSW standards and University regulations.
- to engage in planning, curriculum development, admissions and recruitment
- to enable and support undergraduate student participation in the life of the School.
- to make recommendations to and advise the Faculty Committee and the Director.

Membership:

- 4 faculty and 4 students (quorum = 2 and 2). Ex officio: Faculty Field Coordinator, Graduate Program Chair, Director and Administrative Co-ordinator.

Procedures:

- The committee is chaired by Undergraduate Program Chair and usually meets monthly in term-time. The Undergraduate Secretary attends to provide advice and support and to record decisions.

[Back to chart](#)