

AFFIRMATIVE ACTION POLICY AND PLAN

**Submitted by the Affirmative Action Committee and
Passed by the CSWE Board of Directors**

JUNE 24, 2000

(Revised and approved by the Board of Directors, October 20, 2006)

NON-DISCRIMINATION POLICY STATEMENT

The Council on Social Work Education shall not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, sexual orientation, disability, or age. Equal opportunity is provided in the hiring, retention, promotion, compensation, and evaluation of employees.

AFFIRMATIVE ACTION POLICY STATEMENT

The Council on Social Work Education commits itself to an affirmative action policy that permeates the entire organization and reflects the diversity of its membership. The Affirmative Action Policy shall apply to all areas and activities of the Council on Social Work Education as reflected in the composition of staff, elected and appointed voluntary positions, and vendors. The Council shall make specific, continuous efforts to ensure diversity in all areas, with particular attention to the inclusion of persons from under-represented groups.

The Affirmative Action Policy shall be made operational by means of the Affirmative Action Plan. The Executive Director shall appoint an Affirmative Action Compliance Officer whose responsibilities are specified in the Affirmative Action Plan.

The Council shall collect statistical data to be used as benchmarks in monitoring the Affirmative Action Plan.

The Board of Directors will charge the Executive Committee of the Board with responsibilities for making operational the Affirmative Action Policy and for implementing the Affirmative Action Plan. The president shall issue annual affirmative action reports to the Council membership.

AFFIRMATIVE ACTION PLAN

The Affirmative Action Policy shall be implemented by means of the Affirmative Action Plan for the purpose of ensuring diversity in all Council areas and activities with particular attention to the inclusion of persons from under-represented groups. For purposes of the Affirmative Action Policy, under-represented groups include but are not limited to women, transgender, African American/Other black (non-Hispanic), American Indian/Native American/Alaskan Native, Asian American, Pacific Islander, Mexican American, Puerto Rican, Other Latino(a)/Hispanic, persons with disabilities, and gay, lesbian, and bisexual persons.

Personnel

The Affirmative Action Plan shall apply to all full-time, part-time, regular and contract/project positions, which were filled or created after February 25, 1993.

1. Every vacancy or new position, whether temporary or permanent, shall be announced to staff with adequate time to accommodate internal applications. External advertising shall include dedicated solicitation of applicants from under-represented groups.
2. The Affirmative Action Compliance Officer shall maintain and analyze records related to recruitment, selection, hiring, and promotion processes and report the information annually to the Executive Committee of the Board.
3. The Affirmative Action Compliance Officer shall maintain records of grievances filed and actions taken which relate to affirmative action and report the information annually to the Executive Committee of the Board.
4. As with other grievances, formal grievances that relate to affirmative action shall be referred to the Combined Staff/Board of Directors Personnel Committee in accordance with personnel policies of the Council.
5. The Executive Director shall hold administrative staff responsible for enforcing the Affirmative Action Plan within the areas of responsibility. Performance in this area shall be a critical element and documented component of the regular performance evaluation.

Governance

The Affirmative Action Policy shall apply to all elected and appointed positions in the Council. The Board of Directors shall carry the ultimate responsibility for implementation of the Affirmative Action Plan and shall exercise final authority on all relevant matters. The Council budget shall support the administration of the Affirmative Action Plan.

The Executive Committee of the Board shall receive copies of all affirmative action reports and shall develop recommendations for consideration by the Board of Directors as needed.

The Affirmative Action Compliance Officer shall have the following responsibilities:

1. Maintain affirmative action records related to personnel, elected and appointed positions, and vendors.

2. Ensure that a database of members from historically under-represented groups is developed, maintained, and disseminated.
3. Review current and proposed financial and commercial relationships for compliance with the Affirmative Action Policy.
4. Advise the Board of issues related to equal opportunity employment, non-discrimination, and affirmative action as they may affect Council operations.
5. Develop, in consultation with the Executive Director, annual affirmative action goals.
6. Submit annual affirmative action reports to the Board of Directors, including progress in meeting goals for the previous year, goals for the current year, and recommendations for improvement.
7. The Affirmative Action Compliance Officer shall serve as an ex-officio member of the Nominating Committee.

Nominations

The Nominating Committee shall develop and maintain specific procedures designed to ensure the inclusion of persons from historically under-represented groups on slates and in elected bodies, including the Board of Directors and its Executive Committee, the Nominating Committee, and other elected positions.

Appointments

The President shall develop and maintain procedures designed to ensure the inclusion of persons from under-represented groups on all commissions, committees, and other appointed positions, as identified within the CSWE Affirmative Action Policy and Plan.

Business Practices and Vendors

The Council shall enter into financial and commercial relationships only with vendors who comply with equal employment opportunity and affirmative action laws.

Mentoring and Accountability

The President shall issue an annual affirmative action report to the membership. The report shall be published in the fall issues of the Reporter. In preparing the affirmative action report, the President shall make use of all records maintained in accordance with this plan.