

Policy and Procedure Arizona State University		Number SWK 103
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Subject Committee Structure	Effective 8/20/90	Revised 2/4/00

PURPOSE: To establish guidelines for committee participation and structure

SOURCES: School of Social Work Faculty Council

APPLICABILITY: All faculty, School of Social Work

POLICY: Guidelines for committee participation

1. When a request for appointment to a University Committee is received by the Dean's Office, the Faculty Council will be given the opportunity to recommend committee members to the Dean.
2. Committee work in the School of Social Work shall be assigned to one of three types of committees, as follows:
 - a. Standing Committees
 - b. Program Committees
 - c. Ad Hoc Committees
3. Each of these are identified and defined in subsequent sections of this policy manual.
4. Committee chairs for all School of Social Work committees shall maintain a record of committee attendance on a single sheet for all committee meetings for the academic year. A copy of these attendance records shall be submitted to the Director by April 1st of each year.
5. Community professional social workers and student representatives may participate on committees in the School of Social Work except the Personnel Committees and the Committee on Academic and Professional Standards in one of the following ways:
 - a. All Committee meetings - except the Personnel and Standards Committees - are open meetings, and as such community social work professionals are welcome to attend as observer/participants.

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- b. If a community group of professional social workers wishes to have a voting membership on a committee they may make a formal request to the committee chair. The chair will present the request to the Faculty Council for a vote, and will notify the requesting group of the Faculty Council's decision.

- c. Community professional social workers may also participate through membership on the Field Advisory Committee. Members are appointed by the Director on recommendation from the Field Coordinator.