

Policy and Procedure Arizona State University		Number SWK 104
Manual Social Work	Section Faculty Council/Governance	Page 1 of 2
Subject Standing Committees	Effective 8/20/90	Revised 5/3/00

PURPOSE: To establish standing committees and principles for service on these committees

SOURCES: School of Social Work Faculty Council

APPLICABILITY: All faculty, School of Social Work

POLICY: Standing Committees of the School of Social Work shall include the following:

1. Committee on Academic and Professional Standards
2. Personnel Committees
 - a. Promotion and Tenure
 - b. Annual Performance and Post-Tenure Review
3. Curriculum Committee
4. Populations of the Southwest Faculty and Student Recruitment and Retention Committee.

Principles identified and recommended for committee service are the following:

1. Faculty members should be expected to serve on only one standing committee each academic year.
2. An operational plan for the standing committees should be developed and implemented so that staggered terms are employed and vacancies are filled from list of names of faculty eligible to serve on such committees.
3. The function of the committees is advisory to both the Faculty Council and the Director. Policy recommendations may be made by the committees to the Faculty Council and the Director.
4. It is the intent that the work of the committees be distributed evenly among the faculty.

Policy and Procedure Arizona State University		Number SWK 104
Manual Social Work	Section Faculty Council/Governance	Page 2 of 2
Subject Standing Committees	Effective 8/20/90	Revised 5/3/00

5. The-Director is the only faculty member who does not have a vote in SSW committees but can serve as an ex officio member.
6. Regular vacancies on the committees shall be filled as specified in the description of each committee. Vacancies which occur during the term of office should be filled by appointment by the Director.
7. Committee membership shall determine when a committee member's excessive absence and/or not completing committee work may serve as grounds for dismissal. Three or more absences and/or not accomplishing committee work on time or as assigned may be used for a request for dismissal. The Committee chair shall then make a formal request to the Director to appoint another person to the committee for the remainder of the year. At the end of the year, the Faculty Nominating Committee will nominate a replacement.