

Policy and Procedure Arizona State University		Number SWK 106
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Subject Populations of the Southwest Faculty and Student Recruitment & Retention Committee		Effective 1/30/87 Revised 5/3/00

PURPOSE: To define the responsibilities of the Populations of the Southwest Faculty and Student Recruitment & Retention Committee

SOURCES: Faculty Council Minutes 1/30/87

APPLICABILITY: All Faculty, School of Social Work

POLICY: Populations of the Southwest Faculty and Student Recruitment and Retention Committee

A. Duties and Responsibilities

1. Develop a plan for recruiting and retaining populations of the Southwest students which will include:
 - a. Identifying sources of potential applicants.
 - b. Identifying financial resources for students.
 - c. Implementing a mentoring program for students.
 - d. Meeting with students at least once a semester.
 - e. Providing other supportive activities e.g., a reception or luncheon.
 - f. Tracking and analyzing data on the experiences of students so as to strengthen our recruitment and retention efforts.
 - g. Prepare and present an annual report to the faculty.

2. Develop a plan for recruiting populations of the Southwest faculty in consultation and coordination with the Faculty Search Chair which will include:
 - a. Identifying sources where populations of the Southwest faculty are located and develop potential applicant lists.
 - b. Make contacts with potential applicants to enhance the applicant pool.

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B. Memberships

1. The committee will consist of at least four School of Social Work personnel.
2. Community persons and students will be invited to participate on the committee.
3. Committee members will elect the Chair.
4. Terms of office shall be for three years.