

# **CSWE Affirmative Action Policy and Plan**

Revised March 2017

## **NON-DISCRIMINATION POLICY STATEMENT**

The Council on Social Work Education shall not discriminate on the basis of race, color, religion, creed, sex, gender identity, 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 historically underrepresented and marginalized groups.

The Affirmative Action Policy shall be made operational by means of the Affirmative Action Plan. The President shall appoint a staff 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 providing oversight of implementation of the Affirmative Action Plan through reviewing annual affirmative action reports from the Council staff and making recommendations to the Board for any further needed action. After reviewing and accepting the annual affirmative action reports, the President shall issue a copy of the report 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 historically underrepresented and marginalized groups. For purposes of the Affirmative Action Plan, historically underrepresented and marginalized 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 Human Resources (HR) staff shall maintain and analyze records related to recruitment, selection, hiring, and promotion processes and report the information as part of the annual affirmative action to the Executive Committee of the Board.
3. The HR staff 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 HR staff in accordance with personnel policies of the Council.
5. The President 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.
6. Advise the Board of issues related to equal opportunity employment, nondiscrimination, and affirmative action as they may affect Council operations.

## **Governance**

The Affirmative Action Policy shall apply to all elected and appointed positions in the Council. The Board of Directors shall have responsibility for oversight of the Affirmative Action Policy and Plan; the Council staff shall manage implementation of the Affirmative Action Plan and all relevant matters. The Council budget shall support the administration of the Affirmative Action Plan.

The Vice-Chair/Secretary and Affirmative Action 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 staff member serving as Affirmative Action Compliance Officer shall have the following responsibilities:

1. Maintain affirmative action records related to personnel, elected, appointed, and volunteer positions.
2. Ensure that a database of members is developed and maintained.
3. Develop, in consultation with the President, annual affirmative action goals.
4. 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.
5. The Affirmative Action Compliance Officer shall serve as an ex-officio member of the National Nominating Committee.

## **Nominations**

The Nominating Committee shall develop and maintain specific procedures designed to ensure the inclusion of persons from historically underrepresented and marginalized 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 and Chair of the Board 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 each year following the fall Board meeting, to the CSWE website and announced through the CSWE e-newsletter. In preparing the affirmative action report, the staff shall make use of all records maintained in accordance with this plan.

*Approved by the CSWE Board of Directors, March 24, 2017*