



COUNCIL ON SOCIAL WORK EDUCATION

## **CSWE Board of Accreditation Member Volunteer Description**

### **Overview**

The Council on Social Work Education (CSWE) [Board of Accreditation \(BOA\)](#) is the accrediting body for social work education. As the accreditor, the BOA is responsible for both formulating accreditation standards and determining the criteria and process for evaluating these standards. In addition, BOA members conduct candidacy visits for baccalaureate and master's programs seeking accreditation.

### **Primary Functions**

#### **Program Document Review**

BOA members are assigned to a work group to review program documents, submit decision briefs, and make decision recommendations to submit to the BOA for voting. Each BOA member is assigned 6-10 documents to review per meeting. BOA members also review the program's documents for any candidacy visits they visit.

#### **Board of Accreditation Meetings**

The BOA meets three times a year (June, October, and February). BOA members are expected to attend all BOA meetings on time and participate until their conclusion. During these meetings CSWE staff present any updates and provide training and the BOA reconcile decisions for candidacy and reaffirmation. The BOA also discusses accreditation matters, assesses the effectiveness of the accreditation process, and makes changes, as needed, to support development and continuous improvement. Additional virtual meetings may be scheduled.

#### **Candidacy Program Visits/Reports**

BOA members conduct visits to programs in candidacy. BOA visitors are also active participants in the visit planning process, working in collaboration with the program to develop the visit schedule, used to guide and structure the visit. Candidacy visit travel expenses are paid for by programs, and any out-of-pocket expenses are reimbursed. The information collected by visitors is summarized in the candidacy visit report and reviewed by the BOA to make a final decision.

### **Eligibility**

BOA members must:

- hold a full-time faculty or administrative appointment in a CSWE-BOA accredited social work program;
- possess a minimum of 5-years teaching in a CSWE-BOA accredited social work program and/or practice experience;
- have recent experience as a CSWE accreditation site visitor, having conducted at least three (3) site visits using the 2015 or 2022 EPAS;

- be an active CSWE member (included for faculty and administrators of CSWE member programs); and
- have demonstrated knowledge of curriculum development and accreditation procedures.

## Application

Applicants who are eligible and interested must complete the application through the online application portal. Applications are open each spring.

Within the application portal, applicants will:

- respond to a brief set of questions (including a statement of interest); and
- upload CV

## Appointment and Certification

CSWE accreditation staff evaluate applications based on applicant qualifications and to ensure a diverse and well-rounded group of volunteers, considering, but not limited to the following: number of visits in the upcoming reaffirmation cycle(s), geographic diversity, institutional auspice (e.g., minority-serving institution, research/teaching focus), social work program options, size, program foci, and CSWE's [Diversity, Equity and Inclusion Policy Statement](#).

Applicants will be notified of a decision by mid-June. BOA members are appointed to terms of 3-year terms of service, with the option to renew their appointment for a total of two terms.

## Perks of Becoming a CSWE Board of Accreditation Member

- Engage in esteemed volunteer service and professional development
- Enhance your own accreditation expertise and technical discussion and writing skills to contribute to your own social work program's accreditation efforts
- Learn about new, innovative, and promising social work education practices
- Have a network of peers and fellow volunteers with expertise in accreditation
- Receive annual letters of recognition for services, that may be used for promotions
- Join the annual volunteer celebration at CSWE Annual Program Meeting (APM)
- Contribute to the overall improvement of the social work profession and educational community

## Interested?

To stay up-to-date on applications or information sessions please complete the [BOA Interest Form](#). For more information please review policy 5.9 in the [Accreditation Policy Handbook](#), or contact Alyson Balfour, Accreditation Volunteer Coordinator, at [adurant@cswe.org](mailto:adurant@cswe.org).