



COUNCIL ON SOCIAL WORK EDUCATION

Accreditation Site Visitor Volunteer Application Information

Overview

CSWE-accredited baccalaureate and master's social work programs host site visits as an integral part of the reaffirmation process. Site visitors conduct visits to programs on behalf of the CSWE Board of Accreditation (BOA). The site visitor's role is to be an objective gatherer of information to inform reaffirmation decisions.

Primary Functions

Self-Study Reviews

Site visitors are responsible for reviewing the *Self-Study* for the program being visited and the Letter of Instruction (LOI), issued by the BOA.

Site Visits/Reports

Site visitors conduct reaffirmation visits and meet with various program stakeholders to gather information. Visitors do not make compliance decisions or recommendations to programs, instead are visiting the programs as support to help clarify information requested by the BOA. Site visitors are also active participants in the visit planning process, working in collaboration with the program to develop the site visit schedule, used to guide and structure the visit. Site 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 site visit report and then reviewed by the BOA to make a final reaffirmation decision.

Eligibility

Site Visitors must:

- be a full- or part-time social work faculty member at a CSWE-accredited or candidate social work program;
- possess at least three years of teaching experience in a CSWE-accredited social work program;
- be willing to conduct at least one site visit every two academic years; and
- be an active CSWE member (included for faculty and administrators of CSWE member programs).

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);
- upload CV; and
- upload a letter of support from their program's chief administrator (e.g., dean, chair); that supports the time necessary to devote to site visitor trainings and commitments. If the applicant is the program's chief administrator, a letter of support from an institutional administrator (e.g., provost).

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. Site visitors are appointed to terms of 3-year terms of service, with the option to renew their appointment at the expiration of the term.

To become certified and be assigned to a visit, appointed applicants are required to attend training, even if previously trained. Training is held virtually. Additional training may be required of site visitors periodically to remain current on site visit operations.

Perks of Becoming a Certified CSWE Site Visitor

- 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 [Site Visitor Interest Form](#). For more information please review policy 6.6 in the [Accreditation Policy Handbook](#), or contact Alyson Balfour, Accreditation Volunteer Coordinator, at adurant@cswe.org.