



Awards and Recognition Procedures

October 2016

CSWE awards are developed to recognize significant contributions to social work education through teaching, research, publication and service. Typically awards are presented at CSWE's annual program meeting (APM) or other national meetings.

Establishment of all awards will be approved the CSWE Board of Directors, and awards which are approved must follow the awards and recognition policy developed by the CSWE Board of Directors (see Appendix A). Each award will have clearly defined purposes and associated criteria for selection. A description of each award, its selection criteria and nomination instructions will be developed and posted on CSWE's website.

Groups associated with CSWE (e.g. Commissions, councils, APM tracks) interested in developing an award must complete the following procedures:

1. Discuss the awards proposal with your CSWE staff liaison or the Council on Conferences and Faculty Development (CCFD) chair or staff liaison to determine whether this is an appropriate award for CSWE recognition.
2. If appropriate, the group must complete a proposal for each award. The proposal must detail:
 - a. a rationale and criteria for the award,
 - b. a plan for sustaining the award through sponsorship, donations, or other means (e.g., funds for plaques, certificates, award receptions, monetary or travel awards for the recipients).
 - c. The proposal should be coordinated with your CSWE staff liaison and/or the CCFD chair or staff liaison. (See Appendix B for a sample proposal.)
3. Funds to cover the cost of the plaque/award for the first year is available through the CSWE Special Project Funding.
4. The finalized proposal will be submitted through the CSWE awards review system for review by the appropriate groups.
5. CCFD reviews the proposal and decides whether to forward the award proposal to the CSWE Awards and Recognition Committee of the Board of Directors for approval, who will make a recommendation to the CSWE Board of Directors. See Figure 1 for an illustration of the award approval process for councils, commissions, and APM tracks.
6. The CSWE Board of Directors will make the final decision whether to approve the award proposal.
7. Awards that are approved must follow the awards and recognition policy developed by the CSWE Board of Directors.

Figure 1: CSWE Award Approval Process

