University of Washington Tacoma Social Work Program
Conflict Resolution and Behavioral Review Committee

The Conflict Resolution and Behavioral Review Committee for the Social Work Program, University of Washington Tacoma is a body of faculty whose role is to mediate conflicts between and among students, faculty, and staff that cannot be resolved by those directly involved in the controversy. The Review Committee is a useful forum to assist in problem-solving, to educate one another on a variety of issues and to serve a behavioral review function when necessary. This is an internal Social Work Program Review Committee for social welfare, social work, and criminal justice students. Other University procedures can and will be used when appropriate. Whenever there is a conflict between faculty, staff and/or students, those individuals who are directly involved in the conflict should make a concerted effort to resolve the conflict. This Review Committee is an additional resource if a mutually acceptable resolution cannot be reached via some other means. Because faculty in the Social Work Program serve as gatekeepers for their respective professions, in some cases it is in the best interest of the social work profession or criminal justice profession as well as in the best interest of the student to help students to realize that their interests and/or abilities seem most appropriate for another profession and program of study.

Chair of Review Committee

Two faculty members will co-chair this Review Committee, one from the Criminal Justice (CJ) degree program committee and one from the Social Work (SW) degree program committee. If the review involves a CJ student, the meeting will be chaired by the SW co-chair. If the review involves a SW student, the meeting will be chaired by the CJ co-chair. If the conflict occurs with a current co-chair of the Review Committee, that individual will excuse him/herself from the facilitative role of the Review Committee and engage as a participant in the efforts of the Committee to mediate the conflict. The Director of the Social Work Program will select a replacement co-chair if the conflict occurs with a current co-chair of the Review Committee.

Responsibilities of Chair

1. Review request to convene the committee.
2. Select faculty for membership on committee. Half of the committee will be graduate faculty whenever the conflict involves a graduate student.
3. Contact faculty and coordinate date/time for meeting. Request that student’s faculty adviser contact student regarding request and required attendance at meeting.
4. Schedule date/time for committee meeting as soon as possible after receipt of request to convene committee.
5. Contact the Program Assistant for completion of a request for a meeting room.
6. Contact all committee members and others involved in conflict to inform them of date/time for meeting after confirmation is received from program assistant regarding a room for meeting. This contact can be made via telephone and/or via e-mail.
7. Chair meeting.
8. Start meeting by explaining to student the purpose of the committee and protocol that will be followed during the meeting.

9. Inform student and other committee members that this meeting is confidential within reasonable limitations; read the request to convene in order to make sure that student, faculty or staff understand the reason for convening the committee.

10. Inform student, faculty or staff that she/he can provide any information that she/he feels is necessary to the committee.

11. Ask if student, faculty or staff has any questions;

12. Ask student, faculty or staff to leave room after the request to convene has been discussed and all questions have been addressed. Committee members will discuss the issue and decide what recommendations are warranted.

13. Ask student, faculty or staff to return to meeting and discuss recommendations of review committee.

14. Inform student that the Chair will send her/him a letter within three days following the meeting.

15. Write and mail letter to student that clearly delineates the recommendations of the committee. A copy of the letter is sent to the Program Administrator for placement in the student’s file and to the Program Director. Be clear in the letter regarding any further action that will be recommended or taken if the individual fails to adhere to the recommendations of the committee.

16. Follow up with student, to make sure she/he is adhering to all recommendations of the committee.

17. Schedule a follow up meeting with the committee for any individual who does not adhere to committee’s recommendations.

18. Meet with the Program Director whenever there is a recommendation from the Review Committee that a student be removed from the Social Work Program. The purpose of this meeting is to discuss the reason for the recommendation and what information was used to warrant the Review Committee’s recommendation.

19. Keep a file for each request to convene the committee and all correspondence regarding the request including letters, documentation, etc. in a locked file cabinet in her/his office. A copy of the file can also be kept in the program office.

20. Whenever a co-chair transitions off the Review Committee, transfer any related files to the Social Work Program office or one of the current co-chairs.

**Membership of Review Committee**

A minimum of three to four faculty members will serve on this committee. An alphabetical list of fulltime faculty will be used by the Chair to select members in a rotation whenever a request to convene the committee is received and members are needed behind the required participants. The student’s faculty adviser will be asked to attend the meeting. If the request to convene the meeting involves a student in CWTAP, the Director of CWTAP will be asked to attend the meeting. If the request to convene the committee involves a graduate student, the Graduate Program Coordinator will be asked to attend the meeting and half of the committee will be composed of graduate faculty.
**Responsibilities of Committee Members**

1. Attend committee meetings at request of Chair.
2. Actively participate in the meetings.
3. Assist other members and Chair in developing recommendations.
4. Notify the Chair if you are the student’s faculty adviser if student fails to follow through with a recommendation such as attending meetings with you, writing and submitting a paper to you, etc.

**Submission of Request to Convene Committee**

As previously stated, if conflicts cannot be resolved between and among students, and between and among students, faculty and staff it is appropriate to submit a request to convene the Conflict Resolution and Behavioral Review Committee. The following are some issues that may warrant a request to convene the committee:

- Student repeatedly exhibits behavior that clearly violates the National Association of Social Workers Code of Ethics (BASW & MSW students) or the Code of Ethics of the Academy of Criminal Justice Sciences (CJ students). Refer to attached NASW Code of Ethics and ACJS Code of Ethics.
- Student is repeatedly absent from class. For example, if a social work student fails to participate in 70% of class sessions for any given course the student’s appropriateness for continuation in the program should be reviewed by the committee.
- Student repeatedly engages in behavior that is disorderly or disruptive and interferes with the instructor’s ability to teach and/or distracts other students. This type of behavior is a violation of WAC 478-120-020 (5), Student Conduct Code.
- Student repeatedly engages in cheating and plagiarism. The appropriate form should also be completed to report this type of behavior to the Division of Student Affairs. Student needs to be helped to see that it is unethical to engage in academic dishonesty.
- Student continues to post derogatory statements about other students, faculty or staff on school-related pages on social media networks such as Twitter and/or Facebook after the concern has been discussed with the student.
- Student engages in disrespectful and discriminatory behavior toward other students, faculty or staff based on race, ethnicity, national origin, color, sex, sexual orientation, gender identity, age, marital status, political belief, religion, immigration status, or mental and/or physical disability.
- Student fails to meet course requirements that will ultimately result in failing grade in course. Instructor has met with student and discussed failure to meet course requirements, given repeated extensions for completion of work and tried to proactively work with student regarding course requirements.

To set up an appointment with the Review Committee, please call the Social Work Program Office at 253-692-5820. Please complete the attached form and mark the envelope “Confidential.” Staff in the Social Work office will give your form to the appropriate co-chair of the Review Committee.
Social Work Program & Criminal Justice Program
Conflict Resolution and Behavioral Review Committee
Request to Convene

Person or Persons Requesting to Convene Review Committee:

Date of Request:

Brief Description of Unresolved Issue(s):

Brief Description of Attempts to Revolve the Issue:

Does the other party know that you are requesting the Review Committee?
If not, why not?

Best ways to reach you

Phone: Email:

Best days/times to meet:

Confidentiality will be maintained within reasonable limitations.