

Bylaws

Revised 2-21-03

Established - Fall 1998

Mission Statement:

The Committee on Academic Staff Issues (CASI) shall advise the Dean on the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members of the School, including personnel policies and procedures.

I. Responsibilities. Responsibilities of the CASI include but are not limited to:

- a. formulating and reviewing School policies and procedures concerning academic staff members;
- b. representing academic staff members in the development of all School policies and procedures concerning academic staff members;
- c. providing advice to the Dean on School program decisions likely to affect promotional opportunities or lead to nonrenewal or layoff of academic staff members;
- d. developing opportunities for participation of academic staff members in department and unit governance;
- e. developing opportunities for recognition of academic staff member contributions to the excellence of the School; and
- f. promoting a positive climate and enhancing an appreciation for diversity among academic staff.

II. Membership and Elections

- a. The Dean or designee shall be a member ex officio.
- b. All elected and appointed members of the Committee shall be academic staff holding an appointment within the School.
- c. At least two-thirds of the membership shall be elected by the School academic staff. The Dean shall appoint up to one-third of the members on the Committee each year to ensure a broadly representative committee.
- d. The process of selection shall foster representation of all academic staff within the School.
- e. Membership terms shall be two years for each elected position and one year for each appointed position.
- f. Vacancies will be filled by appointment by the Dean. The appointed committee member will serve until the next regular election for that seat.

g. Elections shall be held annually in the Spring for one half of the elected positions. Nominations are solicited by the Dean, and ballots including a brief statement from each candidate are sent to each academic staff member in the School.

h. No term limits are established. This provision shall be revisited in Spring 2005.

i. Members who are unable to attend a meeting shall attempt to recruit a substitute academic staff member from the School to attend in their place.

j. The Committee shall also be responsible for electing an academic staff person who shall sit on the School of Education Academic Planning Council (APC) for a two-year term. This person shall be elected from the School of Education academic staff at-large. This person shall collaborate with the other elected member to the APC (see item k) on the updates from the APC meeting to CASI.

k. One CASI Committee member whose primary responsibilities are instruction, outreach/extension, and/or research shall be elected by the Committee to serve on the APC and shall give updates from the APC meetings to CASI in collaboration with the other elected member (see item j).

l. CASI shall do its best to represent both Category A and Category B academic staff in the two elected positions for APC.

III. Procedures

a. The Dean or Dean's designee shall be the Chair of the Committee. A Vice-Chair shall be elected annually. The Committee shall meet at least six times during the academic year, and the Dean shall consult with it on the formulation and review of policies and procedures concerning academic staff members. The Dean or designee shall schedule a meeting of the Committee on Academic Staff Issues within a reasonable time if requested to do so by at least one-third of Committee members.

b. Agendas: One to two weeks prior to each scheduled meeting, each member shall be invited to add to or modify a tentative agenda. An informal update from the Dean shall be on each agenda. A final agenda shall be distributed to all members one week prior to the scheduled meeting.

c. Minutes: Minutes shall be taken and distributed to the full Committee with the agenda for the next meeting. The minutes from the previous meeting are accepted or modified at the beginning of each meeting by the Committee.

d. Subcommittees: The Committee shall appoint ad hoc subcommittees to address specific issues of interest to its members. Academic staff members in the School who are not members of the Committee may serve on these subcommittees.

e. Annual Report: At the end of each academic year the Committee shall prepare a report summarizing its activities for that year. The report shall include a list of the Committee's membership, and a copy shall be mailed to each member of the academic staff in the School.

f. At intervals which shall not exceed five years, the elected academic staff members shall review the Committee's structure and functions to assess its effectiveness as a voice for academic staff and its compliance with *Academic Staff Policies and Procedures*. The self study report shall be submitted to the Dean, to the academic staff of the School, and to the Academic Staff Executive Committee.