

College of Agricultural and Life Sciences

Committee on Academic Staff Issues (CASI)

By-laws (Revised 4/25/05)

Purpose: 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 college, including personnel matters.

- I. **Responsibilities** of the CASI include, but are not limited to:
 - A. Formulating and reviewing college policies and procedures concerning academic staff members
 - B. Representing academic staff members in the development of all college policies and procedures concerning academic staff members
 - C. Providing advice to the dean on college program decisions likely to affect promotional opportunities or lead to non-renewal 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 college.
 - F. Reviewing campus policies and procedures and recommending implementation and monitoring strategies for the college administration.
 - G. Communicating the CALS CASI activities to the Office of the Secretary of the Academic Staff and other appropriate entities.

- II. **Membership**
 - A. Size
 1. The CALS CASI shall consist of 13 voting members, 10 of whom shall be elected by the academic staff of the college to represent particular groups (wards) of academic staff and 3 members appointed at-large by the Dean of the College. The Dean's appointments shall ensure a broadly representative committee. All members shall be academic staff holding an appointment within the college.
 2. The Dean, the Associate Dean for Administration, the Director of Human Resources and the academic staff member on the college's Academic Planning Council shall be ex officio members of the committee.

 - B. Terms of Office
 1. Membership terms shall be 3 years for each elected and appointed position , with the exception of initial terms, which shall be staggered.
 2. No member, elected or appointed, may serve more than 1 consecutive term of 3 years. However, after rotating off the committee for at least one year, an individual may be re-elected or appointed for additional terms. An individual joining the committee by a term of less than 3 years may seek re-election.
 3. Terms begin on July 1 and end on June 30.
 4. Mid-term vacancies will be filled by action of the CASI.

 - C. Election Processes
 1. The process of selection shall foster representation of all academic staff within the college. Elected seats shall be apportioned among voting wards based on functional areas of academic staff and related to ASA districts.
 2. Timing. Elections shall be held annually in the spring semester for 1/3 of the elected positions. One third of the Dean's appointees shall be made each year.
 3. Slate. Nominations are solicited by the Dean from each ward. Individuals may self-nominate or be nominated by others. Individuals being nominated by someone else must accept the nomination. The Office of the Dean and Director will administer the nomination process, with assistance from the Nomination Sub-committee.
 4. Elections. Balloting will be done by campus mail. Only individuals from each ward may vote for that ward's representative; no crossover voting is allowed.
 5. Wards are designed to ensure representation of staff with different functions and from a spectrum of academic areas within CALS. Since wards are based upon Academic Staff Assembly (ASA) districts, as those districts are altered ; the ward structure of the CALS CASI will need to be updated. The Dean or the Dean's designee shall maintain the Representation Chart. As districts change, the chart will be updated.

The accompanying Representation Chart shows ward composition in detail, but wards can be summarized as follows:

Ward I - category B Scientist titles (1 representative)

Ward II - category B instructional staff (1 representative)

Ward III - category B Researcher titles (1 representative)

Ward IV - category A professional/ mgr. titles in basic sciences (3 representatives)

Ward V - category A professional/ mgr. titles in applied sciences (2 representatives)

Ward VI - category A professional/ mgr. titles in outreach, social sciences, academic services, and college administrators (2 representatives)

Ward VII - at-large; appointed by Dean (3 representatives)

Chair: The Dean or Dean's designee shall chair the Committee. A Vice Chair shall be elected annually from the CASI membership at the first meeting of the year.

III. Procedures

A. Meetings

1. One per month during academic year
2. The Dean or designee shall schedule a meeting of the CASI within a reasonable time if requested to do so by at least one-third of committee members.

B. Agendas - The preparation of the meeting agenda will be the responsibility of the Chair or the designee, in consultation with the vice chair. Members of CASI may submit items for the agenda anytime prior to 48 hours before the scheduled meeting.

C. Minutes - Minutes will be prepared for each meeting of the whole. Minutes are not required for meetings of the sub-committees. The responsibility for keeping the minutes will be decided at the first meeting of each academic year.

D. Quorum, Voting - A quorum is considered to be a simple majority of the voting members (7). A vote may not be taken without a quorum present.

D. Annual reports - The annual report will be the responsibility of the communications sub-committee. It will be compiled over the summer and available on the web page for viewing by interested parties.

F. Records of the committee - The committee's record will reside with the Office of the Dean.

IV. Subcommittees

A. Standing subcommittees - The following subcommittees are established in accordance with these by-laws of the College of Agricultural and Life Sciences Committee on Academic Staff Issues. The membership and appointments to these committees rests with the Nomination Subcommittee, with the approval of the CASI. The subcommittees shall be chaired by a member of the CASI, but it is expected that the membership contains academic staff who are not part of the current CASI.

1. **Awards/ Prof. Development** - In general, this standing subcommittee will be responsible for the professional development and awards programs.
2. **Communications** - In general, this standing subcommittee will be responsible for establishing and monitoring the efforts to maintain communication with CALS academic staff. This would include, but is not limited to, managing our web site and overseeing the updates of districting of the CASI. This subcommittee will also be responsible for the CASI Annual Report.
3. **Governance** -
4. **Nominations/Mentoring** - In general, this subcommittee is responsible for ensuring that academic staff positions for membership in the CASI, membership on CASI subcommittees and appointments to other standing committees within CALS have qualified nominees. Developing and managing a mentoring program for new academic staff in the college is included within the scope of this subcommittee.

5. **Personnel Policies & Procedures** – In general, this subcommittee is responsible for monitoring the compensation and personnel policies and procedures of the College, for providing recommendations for changes and improvements of these policies and procedures, and for providing information on the policies and procedures to academic staff in the College.

B. Ad hoc – The CASI will employ subcommittees to address specific issues of interest to the academic staff of the college.

V. Bylaws Revisions – Any revision or amendment to the by-laws will require a two-thirds majority of the voting members (9). In the case of by-law changes, nine votes are required as opposed to two-thirds of the voting members in attendance.