



## **By-laws of the College of Engineering Committee on Academic Staff Issues**

### *Mission Statement*

The College of Engineering (COE) 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 the College's academic staff members, including personnel policies and procedures. Policies and procedures shall comply with UW-Madison Academic Staff Policies and Procedures (ASPP) and other campus policies and procedures governing academic staff. Any further reference to academic staff within these bylaws includes academic staff as well as university staff of the COE.

### *Responsibilities*

The responsibilities of the COE CASI include, but are not limited to:

1. Formulating and reviewing COE policies and procedures concerning academic staff members;
2. Representing COE academic staff members in the development of all COE policies and procedures concerning academic staff, including personnel matters;
3. Advising the Dean on program decisions likely to affect promotional opportunities or lead to nonrenewal or layoff of academic staff members;
4. Developing opportunities for participation of academic staff members in college, department and unit governance and committee work;
5. Developing opportunities for recognition of contributions by academic staff members to the mission of COE and to the excellence of its programs;
6. Serving as the official body the Dean would initially consult on matters related to, or affecting, academic staff; and
7. Building connections among COE academic staff members and making important information available to them.

### *Membership*

The COE CASI will consist of twelve voting members, including eight members elected by the COE academic staff and four members appointed by the COE CASI. In addition, the dean/designee will serve as ex-officio member and sponsor.

In the event there are not interested candidates beyond 12, a nomination process within CASI will suffice for the candidate to become a member.

All elected and appointed members shall be academic staff holding a minimum 50% appointment within the College.



Each elected/appointed member will represent the entire COE academic staff rather than a particular constituency or functional area.

The 12 committee members should ideally have Research, Teaching and Administrative job functions (three each), and then three more members can be from any category, allowing some flexibility as the membership changes over the years. Each year, a cohort of four new members with those job functions would join the committee as four drop off, maintaining a balanced representation of the membership.

Each spring, the CASI will elect a CASI member to serve as Chair of CASI's activities for that year starting July 1.

Alternates can be recruited by primary members and are encouraged to attend all CASI meetings. Alternates may attend a meeting in place of a CASI member and participate in the discussion. If a primary member is absent, alternates are able to vote if empowered by the primary member they are representing.

#### *Nominations/Elections*

In the event of substantial interest in CASI the existing committee may choose to enact a formal election process in the following way:

- The process of selection shall foster representation of all academic staff within COE.
- All elections will be at-large, and all academic staff members will be eligible to vote for all seats in each election regardless of the functional area the candidates represent.
- Elections shall be held annually in the spring for elected positions which are vacant or in the final year of their terms. An ad hoc election subcommittee will be established to conduct the election.

An academic staff member who accepts a nomination will submit a brief background statement to the election subcommittee. The election subcommittee will develop a slate for each open seat. The nominees' statements will be posted on the CASI website, and votes will be cast by electronic ballot.

Procedures for nomination of academic staff members or changes thereto shall be approved by the COE academic staff, and shall be transmitted to the Academic Staff Executive Committee (ASEC).

After the initial appointments, all members will hold three-year terms. The term is July 1 through June 30. Renewals are allowed upon committee review.

A chair will be nominated and voted on by the CASI membership, and notified to the Dean.

#### *Vacancies*



Vacancies of elected or appointed positions shall be filled by appointment by the CASI. These appointments shall serve for the remainder of the term. The CASI may choose not to appoint anyone to a vacant position with less than six months remaining in the term, or if no one steps forth to fill the vacant position.

### *Operating Procedures*

1. The Dean or designee shall sponsor the committee.
2. The CASI shall meet monthly, or at a minimum twice per semester and once over the summer as appropriate.
3. The Chair shall schedule additional meetings of the CASI within a reasonable time if requested by at least one-third of the CASI members.
4. The Chair may solicit suggestions for agenda items from COE academic staff electronically prior to each CASI meeting.
5. The Chair will ensure that the meeting agendas are posted to the CASI and Office of the Secretary of the Faculty websites at least 24 hours prior to the meeting.
6. Approved meeting summaries shall be available upon request.
7. The CASI membership may meet informally on a regular basis between formal committee meetings in order to address academic staff issues on an ongoing basis.
8. The CASI may appoint ad hoc subcommittees to address specific issues. Both CASI and non-CASI members may serve on the subcommittees.
9. Votes on matters before the committee shall be taken on the motion of one member and a second of the motion by another member. For the purposes of voting, a quorum shall require two-thirds of all voting members to be present. Once a quorum is present, approval requires an affirmative vote of three-fourths of those voting members present or via electronic voting.
10. At intervals not to exceed five years, the elected academic staff members of the CASI shall review its structure and functions to assess the CASI's effectiveness as a voice for COE academic staff and its compliance with Academic Staff Policies and Procedures. The CASI shall submit the self-study report to the Dean, to the COE academic staff, and to the ASEC.
11. Proposed bylaw changes must be approved by two-thirds of all voting members. The bylaws and any subsequent changes to them will be filed with the secretary of the academic staff and posted on the CASI website.
12. The CASI Chair will facilitate CASI activities and serve as the CASI liaison to the Dean and CASI staff.

*As revised by members of the COE CASI on March 23, 2020, and filed with the Secretary of the Academic Staff.*