

**UW SCHOOL OF PHARMACY  
COMMITTEE ON ACADEMIC STAFF ISSUES (CASI)**

**2011-2012**

Gary Girdaukas (Res; to 9/2012)  
Ken Niemeyer (Inst/Ad; to 9/2012)  
Scott Rajski (Inst/Ad; to 9/2013)  
Beth Rosen (Inst/Ad; to 9/2012; ap)  
Anne Schuelke (Res; to 9/2012; ap)  
Dale Wilson (Res; to 9/2013; ap)  
Jeanette Roberts, *ex officio*  
Rosa Garner, resource person

For 2011-2012, the CASI is charged to:

1. Represent SOP academic staff members and make recommendations to the Dean about the development of policies and procedures concerning academic staff, including personnel matters; in the development of opportunities for participation by academic staff members in division/unit and School governance and committee work; in the development of opportunities for recognition of contributions by academic staff members to the mission and strategic priorities of the School; and in the development of mentoring and professional development programs for SOP academic staff.
2. Review and bring recommendations forward to the Dean to improve/strengthen the policy and procedures used to evaluate academic staff.
3. Meet with the Student/Staff/Faculty Relations Committee and make recommendations to the Dean about climate issues impacting academic staff based on the results of recent AACCP surveys.
4. Continue the development of the CASI website to enhance communication and to disseminate information important to the academic staff. In particular, create a process for gathering and listing information about academic staff professional development opportunities.
5. Continue the practice of sending a "welcome letter" to all new academic staff members of the School introducing them to CASI and its activities.
6. Maintain a relationship with the University-level Academic Staff Assembly and integrate meaningfully with that group.
7. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2012 summarizing the year's activities of the Committee and how those activities fulfilled the charges and support the School's mission and strategic priorities. These documents will be posted, as appropriate, on the *SOP Committee* webpage (<http://pharmacy.wisc.edu/about-school/office-dean/committees>) to keep the School informed.
8. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2012 Faculty/Staff meeting.