

## SCHOOL of PHARMACY

### Committee on Academic Staff Issues (CASI)

#### By-laws

Revised June 20, 2014

#### A. RESPONSIBILITIES

UW-Madison Academic Staff Document #210, passed by the Academic Staff Assembly on January 12, 1998, calls for the establishment, by the academic staff of each school, of a Committee on Academic Staff Issues (CASI). All policies and procedures will comply with UW-Madison Academic Staff Policies and Procedures and other campus policies and procedures governing academic staff. The responsibilities of this CASI shall include, but are not limited to:

1. Formulating and reviewing School policies and procedures concerning academic and classified staff members;
2. Representing academic staff and classified members in the development of all School policies and procedures concerning academic and classified staff members;
3. Providing advice to the dean on School decisions likely to affect promotional opportunities, or lead to non-renewal or layoff of academic or classified staff members;
4. Developing opportunities for participation of academic and classified staff members in division/department and unit governance as well as providing opportunities for SoP staff members to benefit from professional development initiatives;
5. Developing opportunities for recognition of academic and classified staff member contributions to the excellence of the School; and
6. Supporting initiatives aimed at promoting and maintaining harmonious relationships for all SoP community members.

#### B. MEMBERSHIP

1. The committee shall have seven (7) voting members, plus the dean or his/her designee as an ex-officio (non-voting) member.
2. Four of the seven voting members shall be elected by academic staff and one of the voting members by the classified staff members as described in B.3. below. The dean shall appoint the remaining two academic staff voting members from either the research or instructional/administrative districts described below. The dean's appointments, made yearly by September, shall ensure a broadly representative committee.
3. Academic staff members in the School shall be assigned to an election district by the human resources manager at the time of hire based on their job title and job responsibilities. The classified staff members will be considered the third district in the school. The three election districts are research, instructional/administrative, and classified. Nominations shall be solicited from the members of each district by the dean. Individuals may self-nominate or be nominated

by others. Individuals being nominated by someone else must agree to the nomination.

An election shall then be conducted to elect two committee members from the instructional/administrative district and two from the research district in 2006 as a new elected School of Pharmacy CASI is re-created; in future years, beginning in 2008 and proceeding annually thereafter, elections will be held to elect one committee member from the instructional/administrative district and one from the research district. This system will allow for a staggered rotation schedule. Beginning in 2014 and proceeding biennially thereafter, elections will be held to elect one committee member from the classified staff district in addition to the two academic staff districts.

Ballots shall be sent to each staff member in the School and shall allow each staff member to make their preferences in the districts. Elections shall be coordinated by the Dean's Office. The annual election shall take place each summer (in 2006, in 2008, and then each year) for vacant positions, and the election results shall be made known to all staff. Membership of the full committee body shall be announced annually when lists of all School committees are distributed in September. Terms begin on September 1 and end on August 31.

In 2006, the two candidates receiving the most votes in each district will be considered the winners. In future elections (2008 and thereafter), in races with two candidates, the candidate receiving the majority of votes cast will be considered the winner of the election; in races with more than two candidates, the candidate receiving the plurality of votes cast will be considered the winner.

4. Elected committee members shall serve two-year terms<sup>2</sup> and may serve at most three consecutive two-year terms. However, after rotating off the committee for at least one year, an individual may be re-elected and appointed for additional terms.
5. Committee vacancies shall be filled by the dean if the vacancy is from one of the dean's appointed positions. Committee vacancies of elected CASI positions (due to resignation or retirement) shall be filled by special election among the staff within three months of the vacancy. An individual joining the committee by filling a vacancy via election and serving less than two years may seek re-election and serve two full terms.
6. One voting academic staff member shall be elected among the CASI to be a liaison to the University-level committee (the Academic Staff Assembly).

#### C. PROCEDURES

1. An annual vote within CASI shall elect the committee chair. CASI shall convene a meeting at least once each semester, and within a reasonable time if requested to do so by at least 1/3 of the committee members.
2. Minutes shall be taken by committee members on a rotating schedule and distributed to the CASI. The minutes from the previous meeting shall be accepted or modified at the beginning of

each meeting of the CASI. Copies of the agenda and approved minutes of each committee meeting shall be posted on the SOP CASI website to be made available to all staff.

3. Votes on matters before the committee shall be taken on the motion of one member and a second by another member. For the purposes of voting, a quorum shall require a majority (4) of all voting members to be present. Once a quorum is present, approval of any motion requires an affirmative vote of more than ½ of those voting members present.
4. At least every five years, elected academic staff members of the committee shall review its structure and functions to assess its effectiveness as a voice for academic staff and its compliance with the Academic Staff Policies and Procedures. The self-study report shall be submitted to the dean and the academic staff of the School and to the Academic Staff Executive Committee.
5. All staff members are welcome to attend CASI meetings and participate in the group's discussion. However, only CASI members are eligible to participate in formal votes. Meetings and agendas shall be announced to all academic staff via email at least one week prior to the scheduled meeting. The SOP CASI website shall also post the date, time and location of committee meetings.
6. The CASI chair shall provide a short, written report to the dean by the end of June each year summarizing the year's activities of the Committee. This document will be posted to the SOP CASI website to keep staff members informed. If requested by the dean, the CASI chair will provide a short, verbal report of the past year's committee activities to the faculty and academic staff.

By-laws revisions: Proposed by-law revisions or amendments shall be circulated to all CASI members a minimum of 14 days in advance of a CASI committee meeting and must be made available on the announced agenda that is distributed to all staff. An affirmative vote of four of the seven CASI voting members is required for passage of any by-law revisions or amendments. The by-laws and any subsequent changes will be filed with the Secretary of the Academic Staff. The by-laws and any subsequent changes will be posted at all times on the School of Pharmacy CASI website.

## NOTES

<sup>1</sup>In the School of Pharmacy, assistant, associate and full Professors (CHS) and assistant, associate, and full Clinical Professors are considered School of Pharmacy faculty and participate in the faculty governance process of the School. Consequently, at the time the CASI group was organized, the dean recommended that the CASI be composed of and focus on the issues and concerns of the academic staff who do not hold these faculty titles.

<sup>2</sup>Due to the need to implement a staggered rotation schedule, the CASI formed in 2006 will vote to select one of the two elected members from the research district to serve a three-year term; similarly, the CASI formed in 2006 will vote to select one of the two elected members from the instructional/administrative district to serve a three-year term.