

College of Agricultural and Life
Sciences Committee on Academic Staff
Issues (CASI) Bylaws (Revised 2024)

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.
- H. Contributing to a sense of community among academic and university staff in college.

II. Membership

A. Size

1. The CALS CASI shall consist of 11 academic staff and 2 university staff members with voting privileges as appropriate. Ten members shall be elected by the academic and university staff of the college to represent groups (wards) of academic and university staff. When a ward race has only one candidate, the election process can be waived, and the candidate named a member of the committee if there is unanimous support for the candidate among existing CASI committee members. The remaining three members shall be appointed at-large by the dean of the college. The dean's appointments shall ensure a broadly representative committee. All members shall be academic or university staff holding an appointment within the college.

2. Ex officio members of the committee shall include the dean or senior associate dean; the associate dean for human resources; the director of human resources, a representative from the Office of Diversity, Equity, and Inclusion and one or both academic staff members on the college's Academic Planning Council.

B. Terms of Office

1. Membership terms shall be 3 years for each elected and appointed position, except for 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 for 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 the action of the CASI. Appointees shall serve out the remaining term of the vacancy.

C. Election Processes

1. The process of selection shall foster representation of all academic and university staff within the college. Elected seats shall be apportioned among voting wards based on academic and university staff related to job titles and organized by job functions.

2. Timing. Elections shall be held annually in the spring semester for one-third of the elected positions. One-third of the dean's appointees shall be made each year.
3. Slate. The Nominations and Mentoring Subcommittee will solicit candidates from each ward and administer the nomination process. Candidates will be identified by the results of the college-level self-interest survey.
4. Elections. Balloting will be done in a confidential manner. Only individuals from each ward may vote for that ward's representative; no crossover voting is allowed. When a ward race has only one candidate, the election process can be waived, and the candidate named a member of the committee if there is unanimous support for the candidate among existing CASI committee members.
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 titles, as those titles 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 titles change, the chart will be updated.
6. The accompanying representation chart shows ward composition in detail, but wards can be summarized as follows:

Ward 1: **2 representatives** from the following job functions: Academic and Student Experience, Communications and Marketing, Equity, Diversity and Inclusion, Outreach Education and Community Engagement, Public Broadcasting, and Advancement

Ward 2: **1 representative** from the following job functions: Administration, Financial, Hospitality Services and Sales, Human Resources, Libraries, Archives and Museums, Sponsored Programs Grants and Contracts, Facilities and Capital Planning and Information Technology

Ward 3: **4 representatives** from the following job functions: Animal Care Services, Compliance Legal and Protection, Health and Wellness Services and Research with at least one representative holding Scientist or Research Professor or Associate Professor title and all from different units (department, lab, center)

Ward 4: **1 representative** from the following job functions: Teaching and Learning

Ward 5: **2 representatives** from CALS University Staff (all job functions)

Ward 6: **3 at-large academic staff** representatives appointed by the Dean.

Chair: CASI leadership is a two-year commitment (Year 1: Chair-elect; Year 2: Chair). CASI academic staff members may self-nominate for the chair elect position at the first meeting of the year and a chair-elect shall be elected annually from the CASI membership before the second meeting of the year. The current chair will coordinate the nominations and elections.

III. Procedures

A. Meetings

1. One per month during the academic year. All members will try to attend in person but can join remotely if circumstances do not allow them to be on campus.
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 chair elect.

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 remain with the Dean's office.

D. Quorum, Voting. A quorum is a simple majority of the members. A vote may not be taken without a quorum present including members who join either in person or remote.

E. Annual reports. The annual report and five-year self-study will be the responsibility of the Communications Sub-committee. A one-page report that details annual activities and membership of the committee will be compiled and available on the web page for viewing by interested parties annually by July 1. A five-year self-study report will be completed as requested by the Secretary of Academic Staff.

F. Records of the committee. The committee's record will reside with the Office of the Dean including a log of the CASI roster.

IV. Subcommittees

A. Standing subcommittees. The following subcommittees are established in accordance with these bylaws of the College of Agricultural and Life Sciences Committee on Academic Staff Issues. The membership and appointments to these committees' rests with the Chair, with the approval of the CASI. The subcommittees shall be chaired by a member of the CASI. Subcommittees for current members and subcommittee chairs will be determined at the last meeting of the year, effective for the next year. New members will be added to subcommittees at the first meeting of the year.

1. **Awards and Professional 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 website. This subcommittee will also be responsible for the CASI annual report and the five-year self-study report.
3. **Personnel Procedures, Compensation and Governance.** 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 and opportunities for participation of academic staff in college and departmental governance to academic staff in the college. This committee will review the bylaws annually.
4. **Nominations and Mentoring.** In general, this subcommittee is responsible for ensuring that academic and university staff positions for membership in the CASI 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. **Ad hoc.** The CASI will employ subcommittees to address specific issues of interest to the academic staff of the college.

V. **Bylaw Revisions.** Revisions to the bylaws, including districting, will be proposed annually by the Personnel Procedures, Compensation and Governance

committee. Any revision or amendment to the bylaws will require a two-thirds majority of the members.