

Athletic Department  
Committee on Academic Staff Issues:  
By-laws and Procedures

*Mission: The Department of Intercollegiate Athletics Committee on Academic Staff Issues shall advise the Athletic Director on the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members of the division, including personnel policies and procedures.*

- I. **Responsibilities** of CASI include the following but are not limited to:
  - A. Advising the Director of the formulation and review of all Athletic Department policies and procedures concerning department academic staff members, including personnel matters;
  - B. Representing academic staff members in the development of all Athletic Department policies and procedures concerning academic staff members, including personnel matters;
  - C. Providing advice to the Director on Athletic Department program decisions likely to affect promotional opportunities, or lead to nonrenewal 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 department's mission and programs;
  - F. Serving as a central point to which academic staff could take concerns;
  - G. Represent the Athletic Department academic staff in communications to the Academic Staff Assembly (ASA), and its standing committees, the Academic Staff Executive Committee (ASEC), the Academic Staff Public Representation Organization (ASPRO), the Office of the Secretary of the Academic Staff, and other campus committees, and to provide information regarding the actions of these bodies to Athletic Department academic staff;
  - H. Recommending and developing professional development programs for academic staff as well as providing information pertaining to access to professional development opportunities;
  - I. Addressing work environment and providing recommendations on climate and diversity issues.

II. **Membership**

- A. Size – The CASI shall consist of no less than six voting members:

Two members: will be appointed by the Athletic Director, one of which will be designated as Chair of the committee.

Four members: will be elected by the academic staff of the department. One of the elected positions is exclusively for coaches, one position is exclusively for non-coaches and two “open” positions may be filled by any academic staff, coach or non-coach. (Definition of coach: head/assistant who is responsible for

a single sport holding off-campus recruiting privileges). All voting members must be academic staff holding an appointment within the division. The committee will also include the Director of Human Resources as ex-officio non-voting members.

Substitutes may attend a meeting in place of a CASI member and may participate in discussion but may not vote.

- B. Terms of Office – A term of office will begin July 1<sup>st</sup> and end June 30<sup>th</sup>. No member, appointed or elected, may serve more than one consecutive term. However, after rotating off the committee for at least one full year, an individual may be re-elected or appointed for additional terms.

Appointees Terms of Office – one appointed member, the Chair, will have a three-year term. The other appointed member(s) will have two-year term.

Elected Member Terms of Office – All members will have three-year term appointments.

Members will be appointed in an effort to minimize numerous expirations within the same year.

- C. Nominations/Elections – Although the membership rules specify positions based on function/role to assure representation of all academic staff in the department, each elected and appointed member will represent the interests of the entire academic staff of the department. Therefore, all elections will be at-large allowing all academic staff members with an active appointment to vote in each election regardless of the functional area the open position represents.

Elections/appointments shall be held in the spring semester for vacant positions. The Chair will conduct the nomination and election process. The Chair will solicit nominations from all academic staff within the division. Academic staff may self-nominate or be nominated by others. Individuals being nominated by someone else must accept the nomination. Nominees will submit a brief position statement for the election. ALL nominees will be eligible to run for the open position(s). Election/Balloting will be conducted through the CASI website.

- D. Vacancies  
Appointed Positions – Vacancies shall be filled by appointment of the Director.  
Elected Positions - Midterm vacancies will be filled by action of the CASI. Any midterm appointee will be eligible to run for a ‘regular’ term when the appointment expires for that position.

### III. **Procedures**

- A. Meetings – will be held a minimum of two (2) times per semester and on an as needed basis during the summer. Meetings will be a maximum of 90 minutes in length. The location will rotate given the office locations of committee members.
- B. Agendas/Minutes – The preparation of the agenda will be the responsibility of the Chair of the CASI. The Chair will solicit agenda items from CASI members and will email the agenda to all academic staff at least 48 hours prior to the meeting. The responsibility for taking the minutes of the meeting will be assigned by the chair. Minutes will be distributed to CASI members for approval via email. Approved minutes will be emailed to academic staff and posted on the CASI website. The official records of the committee will reside with the Chair.
- C. Quorum/Voting – Votes on matters before the committee shall be taken on the motion from one member and a second of the motion from another member. For the purposes of voting, a quorum shall require a majority (4) of the committee members present at the meeting. Once a quorum is present, then approval requires an affirmative vote of a simple majority.
- D. Annual Reports – At the end of each academic year, the committee will prepare a report summarizing its activities for that year and will be posted on the CASI website.
- E. Structural Review/self-study – At intervals not to exceed five (5) years, the elected academic staff members of the CASI shall review its structure and functions to assess its effectiveness as a voice for academic staff and its compliance with *Academic Staff Policies and Procedures*. The self-study report shall be submitted to the director, to the academic staff of the department and to the Academic Staff Executive Committee.

- IV. **Sub-committees** – The CASI will create ad-hoc subcommittees to address specific issues of interest. A member of CASI will chair the sub-committee and membership in the subcommittee may include any academic staff in the department.
- V. **By-Law Revisions** – Proposed by-law amendments and changes shall be circulated (via email is acceptable) to all CASI members a minimum of seven (7) days prior to a CASI meeting. A simple majority of the entire membership of CASI is required for amendments or changes to the by-laws. All members will submit a vote either in person or in abstentia (via email is acceptable). Revisions shall be filed with the Secretary of the Academic Staff.