

### **UW Policy 730.III.3. (aka Academic Staff Document 210)**

At intervals which shall not exceed five years, the elected academic staff members of each Committee 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 dean or director, to the academic staff of the school, college or division, and to the Academic Staff Executive Committee.

### **Self-Study Report Template**

The following is a basic template for the CASI self-study report. You may tailor this to your individual CASI's needs.

#### **CASI Background/Introduction**

Beyond the charge for campus CASIs as originally established, provide a brief description of the purpose of the CASI and how it functions within your school/college, as well as information about the composition of the CASI and how membership is established.

#### **5-Year Review**

This section summarizes the main issues the CASI has focused on during the last five years, as well as major accomplishments of the CASI. CASIs may find it helpful to review their annual reports to glean information. CASIs are not required to complete annual reports, but many find it a beneficial practice.

#### **Bylaws Review**

Indicate how and with what frequency your bylaws have been reviewed. If your bylaws are working for your CASI, then do not feel obliged to make a change. In the event the CASI feels a change to the Bylaws is needed, detail the recommended/approved changes.

#### **Strengths**

Summarize the things the CASI does well, areas in which the CASI has excelled, areas that the CASI prioritizes, etc.

#### **Areas for Improvement**

Summarize areas in which the CASI may have found challenges or difficulties.

#### **Opportunities/Recommendations**

Provide strategies for how the CASI could be more effective as a committee, could increase participation, could be more effective in representing academic staff within the school/college/division, etc. Also provide information on any future initiatives on the horizon for the CASI.

#### **Membership List**

Provide member lists, with chairs/co-chairs/vice chairs indicated.