

# **Division of Continuing Studies**

## **Committee on Academic Staff Issues Bylaws**

**ASA Document #510 December 9, 2013**

**Revised February 6, 2020**

**Revised July 13, 2021**

**1. Purpose:** The Committee on Academic Staff Issues (CASI) shall be to advise the Vice Provost for Lifelong Learning and Dean, on the formulation and review of and be represented in the development of all policies and procedures concerning academic and university staff members of the division, including personnel matters.

**2. Responsibilities** of the CASI include, but are not limited to:

- a. Formulating and reviewing Continuing Studies policies and procedures concerning academic and university staff members.
- b. Representing academic and university staff members in the development of all Continuing Studies policies and procedures concerning academic and university staff members.
- c. Providing advice to the Vice Provost for Lifelong Learning and Dean on Continuing Studies program decisions likely to affect promotional opportunities or lead to non-renewal or layoff of academic and university staff members.
- d. Developing opportunities for participation of academic and university staff members in department and unit governance.
- e. Developing opportunities for recognition of academic and university staff member contributions to the excellence of the division.
- f. Communicating to the division and other appropriate entities.

**3. Membership**

- a. Representation: The process of selection shall foster representation of all academic and university staff within Continuing Studies, to the extent possible.
  - I. CASI shall consist of 6-8 voting elected members
  - II. Dean or designee shall be a non-voting, ex officio member
  - III. Six members of the academic staff, who shall each have one vote each
  - IV. Two members of the University Staff, who shall each have one vote each
- b. Terms: The CASI year is September 1 through August 31 of the following year. Each board member serves a two year term with up to one-half of the board turning over each year.
- c. Elections and Vacancies: Elections for terms beginning in the fall will occur before August 31.

I. Under the direction of the Administrative Liaison, the Dean's office will facilitate elections using ballot procedures similar to the election to the Academic Planning Committee.

II. Academic and University Staff may self-nominate or be nominated by others.

III. Vacancies can be filled by appointment of the Administrative Liaison based on recommendation by the Committee, in such a way as to assure functional area balance on the Committee, to the extent possible. The appointed member shall remain on the Committee until the next election for that seat.

IV. Membership of the full Committee shall be announced annually when the list of all Continuing Studies committees is distributed in the fall.

#### 4. Procedures

a. **Meetings:** One meeting per month will be scheduled throughout the year. The Chair shall schedule a meeting of the CASI within a reasonable time if requested to do so by at least a quorum of Committee members.

b. **Agendas:** The preparation of the meeting agenda will be the responsibility of the Chair or the designee. Members of CASI may submit items for the agenda to the Chair.

c. **Minutes:** Meeting minutes will be prepared for each Committee meeting. The responsibility for keeping the minutes will be decided at each meeting. Minutes will be posted on the DCS website. Minutes are not required for meetings of any sub-committees.

d. **Quorum Voting:** A quorum is considered to be a simple majority of the voting members. A vote may not be taken without a quorum present.

e. **Amendment of bylaws:** Bylaws will be reviewed annually. Any revision or amendment to the bylaws will require a simple majority of the voting members of CASI.