



By-laws of the College of Engineering Committee on Academic Staff Issues

Mission Statement

The College of Engineering (COE) 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 the College's academic and university staff members, including personnel policies and procedures. Policies and procedures shall comply with UW-Madison Academic Staff Policies and Procedures (ASPP) and other campus policies and procedures governing academic and university staff. Any further reference to staff within these bylaws includes academic staff as well as university staff of the COE.

Responsibilities

The responsibilities of the COE CASI include, but are not limited to:

1. Formulating and reviewing COE policies and procedures concerning staff members;
2. Representing COE staff members in the development of all COE policies and procedures concerning staff, including personnel matters;
3. Advising the Dean on program decisions likely to affect promotional opportunities or lead to nonrenewal or layoff of staff members;
4. Developing opportunities for participation of staff members in college, department and unit governance and committee work;
5. Developing opportunities for recognition of contributions by staff members to the mission of COE and to the excellence of its programs;
6. Serving as the official body the Dean would consult on matters related to, or affecting, staff; and
7. Building connections among COE staff members and making important information available to them.

Membership

The COE CASI will consist of twelve voting members elected by COE staff. The terms will run from July 1 to June 30. COE CASI members will serve three-year terms with one-third of the committee elected annually.

In addition, the dean/designee will serve as ex-officio member and sponsor.

All members shall be COE staff holding a 50% or greater appointment within the College.

The twelve committee members should ideally be a balanced representation of Research, Teaching and Administrative job functions and no job function category shall ever make up more than one third of CASI's membership.



Membership will consist of:

- At least 1 member from Research
- At least 1 member from Teaching
- At least 1 member from Administration/Other
- At least 1 member of University Staff

The remainder of CASI will ideally be balanced representation of COE staff.

Each member will represent the entire COE staff rather than a particular constituency or functional area.

CASI will be led by a Chair.

CASI members are encouraged to recruit an alternate. Alternates are encouraged to attend all CASI meetings, and in cases of the elected member's absence, alternates may participate in the discussion, and are able to vote in place of the elected member.

Nominations/Elections

Elections will be held annually for the four seats of the new cohort in late April, with the call for nominations going out in mid-March. The call for nominations will be annually emailed from either the Dean or Executive Associate Dean to all COE staff by mid-March, with a reminder email sent out the week before nomination deadline in mid-April.

Staff with appointments of 50% or greater are allowed to self-nominate, and all staff are allowed to nominate eligible COE staff.

All elections will be at-large, and all staff members will be eligible to vote for all seats in each election regardless of the functional area the candidates represent

Prior to the new cohort beginning their terms on July 1, the existing CASI members will vote on a Chair-Elect, with their two-year term to also begin on July 1 with the new cohort. Any CASI member who has served for one year may be considered for this position. CASI members are allowed to both self-nominate and nominate another CASI member. Nominations for Chair-Elect will be completed in the May meeting, and the election will be held during the June meeting. The Chair-Elect will shadow the current Chair for the first year and transition into the Chair for their second year – then mentoring the new Chair-Elect.

Procedures for nomination of staff members or changes thereto shall be transmitted to the Office of the Secretary of Academic Staff and the Academic Staff Executive Committee (ASEC).

Term Limits

Membership on the COE CASI is limited to two consecutive full terms. CASI members must go up for re-election if pursuing a second term. If there are no staff willing to run for election to CASI, a current member may continue to serve an additional term, but can serve no more than three



consecutive terms. Eligibility for election is reinstated one year after a member vacates their seat on the Committee.

As part of a CASI member's term(s), they are able to be elected as a Chair/Chair-Elect, and this leadership role lasts two years and is inclusive of the standard CASI term and term limits.

Vacancies

In the event that the Chair prematurely leaves CASI, the Chair-Elect will move into the Chair position and an election for a new Chair-Elect will be held during the next CASI meeting by all voting members. In the event that the Chair-Elect prematurely leaves CASI, an election for a new Chair-Elect will be held during the next CASI meeting by all voting members.

In the event that an elected member leaves CASI prior to the end of their term, their alternate will be officially appointed as their replacement to serve out the remainder of the term with all rights of an elected CASI member. They then would also be required to find an alternate.

In the event that there are no alternates, a vacancy may temporarily be filled by the current CASI members, but that vacancy must go up for election during the following cycle and the person elected to fill this vacancy is only allowed to complete the remainder of the term assigned to that seat.

Meetings and Operating Procedures

1. The Dean or designee shall sponsor the committee.
2. The CASI shall meet monthly, or at a minimum twice per semester and once over the summer as appropriate.
3. Meetings of the CASI will be held in accordance with Wisconsin Open Meetings Law.
4. The Chair shall schedule additional meetings of the CASI within a reasonable time if requested by at least one-third of the CASI members.
5. The Chair may solicit suggestions for agenda items from COE staff electronically prior to each CASI meeting.
6. The Chair will ensure that the meeting agendas are posted to the CASI and Office of the Secretary of the Faculty websites at least 24 hours prior to the meeting.
7. Approved meeting summaries shall be available upon request.
8. The CASI membership may meet informally on a regular basis between formal committee meetings in order to address staff issues on an ongoing basis.
9. The CASI may appoint ad-hoc subcommittees to address specific issues. Both CASI and non-CASI members may serve on the subcommittees.
10. Votes on matters before the committee shall be taken on the motion of one member and a second of the motion by another member. For the purposes of voting, a quorum shall require two-thirds of all voting members to be present. Once a quorum is present, approval



requires an affirmative vote of the majority of those voting members present or via electronic voting.

11. At intervals not to exceed five years, the elected staff members of the CASI shall review its structure and functions to assess the CASI's effectiveness as a voice for COE staff and its compliance with Academic Staff Policies and Procedures. The CASI shall submit the self-study report to the Dean, to the COE staff, and to the Office of the Secretary of the Academic Staff.
12. Proposed bylaw changes must be approved by two-thirds of all voting members. The bylaws and any subsequent changes to them will be filed with the Secretary of the Academic Staff and posted on the CASI website.
13. The CASI Chair will facilitate CASI activities and serve as the CASI liaison to the Dean and CASI staff.

As revised by members of the COE CASI on December 10, 2021, and filed with the Secretary of the Academic Staff.