

**School of Nursing Committee on Academic Staff Issues Policies and Procedures**

Approved September 8, 2017

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ADDENDUM E – OTHER COMMITTEES

E.01. COMMITTEE ON ACADEMIC STAFF ISSUES POLICY AND PROCEDURES

Background

University of Wisconsin–Madison Academic Staff Document #210 requires that each school and college establish a Committee on Academic Staff Issues (CASI), which 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 School of Nursing (SoN), including personnel matters. The SoN CASI Policy and Procedures are consistent with UW–Madison Academic Staff Document #210 and the SoN Addendum to the FP&P.

E.01.a. FUNCTIONS

The SoN CASI's responsibilities include, but are not limited to the following.

1. Contributing to cultivating a positive work environment at the School of Nursing
2. Representing Academic Staff in the formulation and review of all policies and procedures concerning Academic Staff members (#210 Responsibilities a.)
3. Reviewing relevant campus policies and procedures and recommending implementation and monitoring strategies for the SoN administration (#210 Responsibilities b.)
4. Providing advice to the Dean on decisions likely to affect promotional opportunities, or lead to nonrenewal or layoff of Academic Staff members (#210 Responsibilities c.)
5. Developing opportunities for participation of Academic Staff members in School of Nursing governance (#210 Responsibilities d.)
6. Developing opportunities for recognition of Academic Staff members' contributions to the excellence of SoN's mission and programs (#210 Responsibilities e.)
7. Working with Academic Staff representatives to SoN and UW committees, to ensure SoN Academic Staff interests are fully and accurately expressed and to inform constituents of issues and decisions being considered that affect SoN Academic Staff

E.01.b. MEMBERSHIP

1. The SoN CASI is comprised of seven Academic Staff members, each elected for three academic-year terms. Representation among SoN's Instructional (3), Administrative (2) and Research Academic Staff (2) is proportional to the numbers in each category. The Dean or designee is a member ex-officio and the Dean can appoint one additional member.

<i>Type of Academic Staff</i>	<i>Percent of SoN AS (4/2/14)</i>	<i>CASI Representation</i>
Instructional	46%	3
Administrative	32%	2
Research	22%	2
Total	100%	7

2. The nomination process for CASI is administered through the Dean's office each spring as part of the annual SoN committee nomination process. Nominations are solicited from each group of Academic Staff (Instructional, Administrative and Research). All Academic Staff members are invited to vote to elect representatives.
3. The Academic Staff Representative of SoN's Academic Staff Assembly District #605 is a member ex-officio.
4. The Dean or designee is a member ex-officio. Under the current structure of the School of Nursing, relevant designees include the Associate Dean for Academic Affairs or the Associate Dean for Faculty Affairs.
5. The Dean has the opportunity to appoint one additional member to ensure school-wide representation on CASI.
6. At the first meeting of each term, a chair is or co-chairs are elected by CASI members from among CASI membership. The Dean or designee may serve as co-chair.
7. Should there be a need for ad hoc committees to consider specific issues, CASI will request additional Academic Staff members to serve/work on those committees.

#### E.01.d. CONDUCT OF BUSINESS

1. *Meetings.* At the beginning of each academic year, CASI members elect a new chairperson. The chairperson or designee chairs CASI meetings. CASI meetings are held monthly during the academic year. The CASI chair or designee shall schedule additional meetings of CASI within a reasonable time if requested to do so by at least one-third of committee members.
2. *Minutes.* Each term, CASI members determine how agendas and minutes will be generated, e.g., by committee members or by an administrative support person provided by the Dean. Meeting agendas and minutes and CASI membership will be posted on the Localnet.
3. *Annual reports.* An annual report will be submitted to the Secretary of the Academic Staff office at the end of each academic year and posted on the Localnet.
4. *Amendments to P&Ps.* CASI Policies and Procedures will be reviewed by CASI members annually. Any changes and amendments to CASI Policies and Procedures are to be initiated and voted on by CASI membership. CASI P&Ps are posted on the Localnet.
5. *Self-studies.* As per University of Wisconsin–Madison Academic Staff document #210, the structure and function of the school's CASI will be reviewed by CASI members at intervals of five years or less. A self-study report will then be submitted to the Dean, the Academic Staff in the school, and to the Academic Staff Executive Committee. The self-study report shall include a reassessment of committee representation based on percentage of membership in each category (Instructional, Administrative and Research). The self-study will be posted on the Localnet.