

**School of Medicine and Public Health Committee on Academic Staff
Issues Bylaws**

- I. Mission Statement.** The 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 School's academic staff members including personnel policies and procedures.
- II. Responsibilities.** Responsibilities of the CASI include but are not limited to:
- A. Formulating and reviewing School policies and procedures concerning academic staff members;
 - B. Representing academic staff members in the development of all School policies and procedures concerning academic staff members;
 - C. Providing advice to the Dean on School 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; and
 - E. Developing opportunities for recognition of academic staff member contributions to the excellence of the School.
- III. Membership**
- A. The CASI shall consist of 7 voting members who are elected by the School's academic staff. The CASI may add up to 4 additional voting members, either by appointment of the Dean, invitation by the CASI, or extension of a term. All members shall be academic staff holding an appointment within the School. NOTE: In the School of Medicine and Public Health, assistant, associate and full Professors (CHS) and assistant, associate and full Clinical Professors are considered faculty and participate in the faculty governance process of the School. Consequently, at the time the group was organized, the Dean recommended that CASI be composed of and focus on the large numbers of academic staff whose interests and concerns were not addressed elsewhere.
 - B. The Dean or the Dean's designee shall be a member ex-officio. In addition, the CASI may recommend to the Dean that an ex officio member(s) be appointed to provide ongoing expertise in any area(s) that it deems necessary.
 - C. The process of selection must foster representation of all academic staff and promote inclusion of those from diverse groups within the School. Apportionment of both elected and appointed seats will to the highest degree possible reflect the diversity of race, ethnicity, gender, gender identity, sexual orientation, disability status, functional area, expertise, years in SMPH, and other perspectives as CASI deems appropriate.
Link to AS Functional Areas:
<https://www.ohr.wisc.edu/Polproced/UTG/TitleDesc2.html>
[accessed 03Jan2021]
 - D. Membership terms shall be three years for each elected and appointed position, with the exception of initial terms which shall be staggered.
 - E. Vacancies

- E.1. Appointed Positions. Vacancies shall be filled at the discretion of the CASI, with the aim to reflect the diversity of SMPH as described in III.C. above.
- E.2. Elected Positions. Vacancies shall be filled by appointment by the CASI. Appointees to vacant positions shall serve out the remainder of the term to which they have been appointed. The CASI may choose not to appoint anyone to a vacant position with a term of less than six months.
- F. Elections shall be held annually in the Fall for up to half (or four) of the elected positions. Nominations may be solicited by the Dean or the CASI, and ballots including a brief statement from each candidate shall be distributed to each academic staff member in the School.
 - F.1. CASI will provide guidance on what to include in the brief statements. This includes personal strengths, experience and the characteristics described in III.C. above, to the extent a candidate is willing to include such information.
- G. Substitutes may attend a meeting in place of a CASI member and participate in the group's discussion, but they may not participate in any formal votes.

IV. Procedures.

- A. The CASI shall elect a chair and a vice-chair annually. It is intended that the vice-chair should be a person who is likely to succeed the chair in leadership of the CASI.
- B. The CASI shall meet at least six times during the calendar year, in person and/or virtually. Meetings shall be publicly posted in advance, in compliance with open records laws.
- C. The CASI will endeavor to consult with the Dean on the formulation and review of policies and procedures concerning academic staff members.
- D. The chair shall schedule a special meeting of the CASI within a reasonable time if requested to do so by at least one-third of CASI members.
- E. The chair shall prepare and distribute an agenda in advance of each meeting. Members may suggest additions or modifications in advance of or at the time of the CASI meeting.
- F. Minutes shall be taken by CASI members on a rotating schedule and distributed to the full CASI with the agenda for the next meeting. The minutes from the previous meeting are accepted or modified at the beginning of each meeting of the CASI. Approved minutes shall be posted to the CASI website and distributed to the School's academic staff if requested by a CASI member.
- G. Votes on matters before the CASI shall be taken on the request of one member and a second by another member. For the purposes of voting, a majority of all voting members are to be present. Approval requires an affirmative vote of a majority of those voting members present. A special meeting can be called to

vote if necessary, in which case the meeting shall be publicly posted at least 24 hours in advance of the meeting start time.

- H. When a specific recommendation is to be made to the Dean and this recommendation is not unanimously agreed upon by the CASI, the dissenting members may elect to submit an alternate recommendation to the Dean.
- I. The CASI may appoint ad hoc subCASIs to address specific issues of interest to its members. Both CASI and non-CASI members may serve on subCASIs.
- J. At the end of each calendar year, the CASI shall prepare a report summarizing its activities for that year. The report shall include a list of the CASI's membership, and a copy shall be posted on the CASI website and distributed to each member of the School's academic staff. The chair will schedule a meeting with the Dean to review the annual report.
- K. At intervals that shall not exceed five years, 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 Dean, to the academic staff of the school and to the Academic Staff Executive CASI.
- L. Bylaw changes shall be circulated a minimum of 14 days in advance of a meeting. A two-thirds vote of all voting members is required for bylaw changes.

FOOTNOTES

- * At the time of the initial MS-CASI elections in 1999, the elected seats were apportioned as follows:
 - Two research staff with category A titles, two research staff with category B titles, one administrative staff including category A instructional staff, one instructional staff, one clinical staff, one information technology staff, one academic staff from any other category
- * At the time of the SMPH-CASI revision in 2009, the seven elected seats were apportioned as follows: one research staff category A title, one research staff category B title, one administrative staff, one instructional staff, one clinical staff, one information technology staff and one academic staff from any category, usually administrative.
- * At the time of the SMPH-CASI revision in 2021, the seats were apportioned as follows:
 - * functional area:
 - 3 elected, 1 appointed Research Category B
 - 2 elected, 1 appointed Administrative
 - 1 elected Information Technology
 - 1 elected Student Services
 - 1 elected, 1 appointed Research Category A
 - 1 elected Instructional Category B (dual with Research Category A)
- * Gender: all female
- * Race: 10 white, 1 black
- * Ethnicity: all non-Hispanic
- * Years in SMPH: range from 2 to 23 years

* Note that the intent of the bylaws revision was to diversify the committee membership.

Bylaws revised and approved by the Medical School Committee on Academic Staff Issues (School of Medicine and Public Health for revisions subsequent to 2004) on the following dates:

September 21, 2004

January 20, 2009

October 26, 2016

January 21, 2021

October 21, 2021