

UW-MADISON SCHOOL OF VETERINARY MEDICINE
COMMITTEE ON ACADEMIC STAFF ISSUES (CASI)

A. RESPONSIBILITIES

UW-Madison Academic Staff Document #210, passed by the Academic Staff Assembly on January 12, 1998, calls for the establishment, by the academic staff of each school, of a Committee on Academic Staff Issues. The responsibilities of this committee shall include but are not limited to:

- formulating and reviewing school policies and procedures concerning academic staff members;
- representing academic staff members in the development of all school policies and procedures concerning academic staff members;
- providing advice to the dean or director on school decisions likely to affect promotional opportunities, or lead to non-renewal or layoff of academic staff members;
- developing opportunities for participation of academic staff members in department and unit governance; and
- developing opportunities for recognition of academic staff member contributions to the excellence of the school.

B. MEMBERSHIP

The Committee shall have six members, plus the dean or his or her designee as an ex-officio member.

1. Three of the six members shall be elected by academic staff members as described in B.3 below. The dean shall appoint three members, one each from the research, instructional and administrative districts described below.
2. Academic staff members in the school shall be assigned to an election district based on the nature of their appointment at the school. These election districts shall be research, instructional and administrative. Nominations shall be solicited from the members of each district. An election shall then be conducted to select one Committee member from the instructional district, one from the administrative district and two from the research district.
3. Committee members shall serve three-year terms, once staggered rotation on and off the Committee is established.
4. Committee members shall serve no more than two consecutive three-year terms unless there are no acceptable candidates available (as described in B.3).
5. Membership of the Committee shall be announced annually when lists of all school committees are distributed in September.

C. PROCEDURES

1. The dean shall co-chair the Committee with one elected member from the CASI. Co-Chair elections will take place annually at the first meeting of the academic year. The Co-Chair and Dean will collaborate to convene Committee meetings at least twice

- each semester and within a reasonable time if requested to do so by at least three Committee members.
2. The dean and co-chair shall consult Committee members regarding agenda items. Electronic copies of Committee agendas and the minutes of Committee meetings shall be distributed by email to Committee members and department chairs and posted as PDFs on the CASI page of the SVM website and saved as an electronic document in a CASI folder.
 3. The Committee shall organize informational meetings for academic staff members at the school, to provide information relevant to academic staff members and to convey information about the discussions taking place at Committee meetings.