

Wisconsin Public Media COMMITTEE ON ACADEMIC STAFF ISSUES (CASI)

Purpose: In accordance with the guidelines established in Academic Staff Document #210, the responsibilities of the Wisconsin Public Media (WPM) Committee on Academic Staff Issues (CASI) shall be to advise the Dean (Director) on the formulation and review, and be represented in the development of, all policies and procedures concerning academic staff members of the Division, including personnel matters.

- I. Responsibilities of the CASI include, but are not limited to:
 - A. Formulating and reviewing Divisional policies and procedures concerning academic staff members
 - B. Serving as the official body the Director will initially consult on matters related to or affecting Academic Staff, and representing academic staff members in the development of all Divisional policies and procedures concerning academic staff members
 - C. Providing advice to the Director on general decisions likely to affect promotional opportunities or lead to non-renewal or layoff of academic staff members
 - D. Developing and facilitating opportunities for participation of academic staff members in shared governance
 - E. Sharing information regarding UW-Madison policies that are relevant and meaningful to WPM staff
 - F. Communicating the WPM CASI activities to the Office of the Secretary of the Academic Staff and other appropriate entities
 - G. Building connections among Wisconsin Public Media employees and supporting the development of an inclusive working environment.

- II. Membership
 - A. Size
 1. The Wisconsin Public Media (WPM) CASI shall consist of seven elected voting members.
 2. Six voting members shall be elected by academic staff holding an appointment within WPM.
 3. One voting member shall be elected by university staff holding an appointment within WPM.
 4. The WPM CASI shall include non-voting Ex Officio members for advisory purposes
 - a) Director of Wisconsin Public Media, serving as Co-Chair of the CASI
 - b) WPM Director of Human Resources
 - c) Designee of the Director of Public Media

- d) Associate Director of WPM
 - e) Representative of the WPM Change Team
 - f) Additional non-voting Ex Officio members may be added by a majority vote of the CASI
5. Elected and appointed ASA, ASEC, and Academic Staff committee members will be notified of and invited to attend all full WPM CASI meetings as liaisons and will be considered non-voting Ex Officio members unless elected as CASI representatives.
- B. Electors
- 1. All WPM academic staff employees, including those with limited appointments, are eligible to vote in academic staff elections and participate in academic staff governance.
 - 2. All WPM university staff employees are eligible to elect their WPM CASI representative and participate in applicable shared governance.
 - 3. The CASI may appoint a new member to fill a mid-term vacancy, and the CASI will consult with the Director of WPM on such appointments.
- C. Representation
- 1. Academic Staff
 - a) The WPM CASI and/or its Nominating Subcommittee shall work to ensure a slate that represents academic staff across WPM.
 - b) One seat will be allocated to WPR-Regions.
 - c) Five seats will be “at large” and can be from any part of WPM.
 - d) All CASI members will represent the entire academic staff of WPM rather than a particular functional area.
 - 2. University Staff
 - a) One seat will be allocated to WPM university staff.
- D. Terms
- 1. The CASI year shall follow the WPM fiscal year, July 1 – June 30.
 - 2. Committee members shall serve three-year terms, except when appointed to fill a mid-term vacancy. Appointees shall serve out the remaining term of the vacancy and are then eligible to serve an additional two sequential terms.
 - 3. No member may serve more than two sequential three-year terms, with the exception of those first appointed to fill a mid-term vacancy.
 - 4. Terms shall be staggered, with initial election majorities determining those who start with the longest terms.
- E. Election Processes
- 1. The process of selection shall foster representation of all academic staff within WPM.
 - 2. Elections shall be held electronically.
 - 3. Elections shall be held annually in May for the open seats.

4. The WPM CASI will solicit candidates for the open seats and administer the nomination process. Individuals may self-nominate or be nominated by others. Individuals being nominated by someone else must first accept the nomination. Nominations will be solicited in April and run for approximately three weeks.
5. Balloting will be done in a confidential manner.
6. Any current WPM academic staff members may vote for the academic staff seat candidates. Any current WPM university staff members may vote for the university staff seat candidates. Elections will remain open for a period of two weeks.

III. Officers

- A. Each year the CASI will elect one CASI member to serve as Co-Chair (together with the Director), one as Vice-Chair and one as the Secretary for that fiscal year.
- B. The WPM Director shall serve as the non-voting Ex Officio Co-Chair of the CASI.

IV. Meetings

- A. The committee as a whole will hold at least six regular meetings per year.
- B. Special, workgroup, and subcommittee meetings may be held as appropriate by members of the committee to address specific needs.
- C. Either Co-Chair or the Director's designee shall schedule additional meetings of the CASI within a reasonable time if requested to do so by at least one-third of committee members (3 of 7).
- D. The CASI will work with the Secretary of the Academic Staff Office to ensure compliance with Wisconsin Open Meetings Law.
- E. The Director or designee will attend WPM CASI meetings at least 3 times per year.
- F. Agendas
 1. The preparation of the meeting agenda will be the responsibility of the elected WPM CASI Co-Chair or Vice-Chair.
 2. Members of CASI may submit items for the agenda up to seven days before the scheduled meeting.
 3. Changes to the agenda can be made by the CASI up to 24 hours before a scheduled meeting.
- G. Minutes
 1. Minutes will be prepared for each meeting of the whole committee.
 2. Minutes are not required for meetings of any sub-committees.
- H. A quorum is considered to be a 2/3 majority of the voting members.

V. Subcommittees

- A. Standing subcommittees may be formed by a majority vote of the CASI.
- B. Ad hoc subcommittees may be formed by a majority vote of the CASI.
- C. The WPM CASI may invite any WPM academic staff or university staff to participate in standing and ad-hoc WPM CASI subcommittees.

VI. Bylaws Revisions

- A. Any revision or amendment to the bylaws will require a two-thirds majority of the voting members (5 of 7).
- B. Bylaws will be reviewed every 5 years, but may be reviewed earlier as needed.