



**Committee on
Academic Staff Issues**
SCHOOL OF EDUCATION
UNIVERSITY OF WISCONSIN-MADISON

School of Education Committee on Academic Staff Issues (SoE CASI) Bylaws

Reviewed and approved: April 9, 2024

Revised: March 15, 2024

Revised: May 18, 2020

Revised: February 3, 2003

Established: Fall 1998

Next Required Bylaws Review: Spring 2027

Bylaws

1. Responsibilities of the SoE CASI include but are not limited to:

- A. Representing SoE academic staff by providing counsel to the Dean on policies and procedures concerning academic staff members.
- B. In consultation with the Dean, administering the SoE CASI Professional Staff Development Recognition Committee Grant.
- C. Supporting participation of academic staff members in SoE governance.
- D. Supporting efforts for recognition of academic staff member contributions to the excellence of the School.
- E. Promoting a positive climate, which includes diversity, equity, and inclusion in the School.

2. Membership and Elections

- A. The Dean or designee shall be a member ex officio, non-voting.
- B. All elected and appointed members of the Committee shall be academic staff holding a SoE appointment.
- C. There shall be at least five members, not including the Dean or Dean's designee.
- D. Membership shall be elected by the School academic staff.
- E. The process of selection shall foster, encourage, and identify areas for greater representation of all academic staff within the School.

- F. Membership terms shall be two years for each elected position, with no term limits.
- G. In the event of a vacancy, the CASI can determine whether to fill the seat or leave it vacant, as long as there are still five members on the CASI. If the seat is filled, the appointed committee member will serve until the next regular election for that seat.
- H. Elections shall be held annually each May for members in the second year of their term and any members who were appointed after the previous election.
- I. Nominations for elections shall be solicited annually each March. Nominations are solicited by the Dean and CASI Chair, and ballots including a brief statement from each candidate are sent to and voted upon by academic staff members in the School.
- J. Members who are unable to attend regularly scheduled meetings will send feedback for discussion ahead of time.
- K. The CASI shall appoint two academic staff who shall sit on the School of Education Academic Planning Council (APC) for a two-year term and provide regular APC updates to CASI.

3. Procedures

- A. The CASI shall meet on an academic year schedule, from September to May. The Committee shall meet at least six times during the academic year.
- B. Annually, the CASI shall elect the Chair, Vice-Chair, and Secretary.
- C. The Dean or Dean's designee shall consult with the Chair or Vice-Chair on the formulation and review of policies and procedures concerning academic staff members. The Dean or Dean's designee shall attend regularly scheduled meetings.
- D. Agendas: One week prior to each scheduled meeting, the Secretary shall invite members to add to or modify a tentative agenda. An informal update from the Dean or Dean's designee shall be on each agenda. The Secretary shall distribute a final agenda to all members two days prior to the scheduled meeting.
- E. Minutes: Minutes shall be taken by the Secretary and distributed to the full Committee with the agenda for the next meeting.
- F. Subcommittees: The Committee shall appoint ad hoc subcommittees to address specific issues of interest to its members. Academic staff members in the School who are not members of the Committee may serve on these subcommittees.
- G. Annual Report: At the end of each academic year, the Committee shall prepare a report summarizing its activities for that year.
- H. Bylaws:
 - a. At the start of each academic year, all CASI members shall review the bylaws so that they are aware of requirements and timelines.
 - b. Every three years, CASI members shall review and approve the bylaws and Committee's functions to assess its effectiveness as a voice for

academic staff, compliance with Academic Staff Policies and Procedures, and in consideration of the SoE strategic plan. A summary shall be submitted to the Dean, the Dean's designee, SoE academic staff, and the campus Academic Staff Executive Committee.

4. Calendar of Annual Requirements

Month	Required Activity
September	Election for CASI Chair, Vice-Chair, and Secretary
September	All CASI members review bylaws
March	Solicit nominations for new members
April	Begin preparing annual report
May	Elections for new members held
May	Finalize annual report