

University of Wisconsin-Madison Division of Extension

Committee on Academic Staff Issues (CASI)

Bylaws 04/21/25

Purpose: 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 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/unit policies and procedures concerning academic staff members
- B. Representing academic staff members in the development of all Divisional/unit policies and procedures concerning academic staff members
- C. Providing advice to the dean on program 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 department and unit governance
- E. Developing and facilitating opportunities for recognition of academic staff member contributions to the excellence of the division
- F. Reviewing campus policies and procedures and recommending implementation and monitoring strategies for the Divisional/unit administration
- G. Communicating the Extension CASI activities to the Office of the Secretary of the Academic Staff and other appropriate entities

II. Membership

A. Size

1. The Division of Extension CASI shall consist of 11 voting members. All members shall be elected by the academic staff of Extension to represent particular groups (see Representation) of academic staff. All members shall be academic staff holding an appointment within Extension.
 - a. Academic staff employees in a [limited appointment](#) continue to be eligible to vote in academic staff elections and participate in the academic staff governance while in a limited appointment.
2. Ex officio non-voting members of the committee shall include the Dean, Divisional Leadership Team (DLT) member, and the Director of Human Resources.

B. Representation

1. Seats are designed to ensure representation of academic staff across Extension.
 - a. 6 seats will be allocated, one to each **Institute**.
 - b. 1 seat will be allocated to **Operations**.
 - c. 1 seat will be allocated to UW-Madison Division of Extension **Academic Staff Assembly** representative.
 - d. 3 seats will be “**at large**” and can be from any Institute or Operations
 - e. There should be no more than 2 CASI representatives from each Institute/Operations

C. Terms of Office

1. Elected members shall serve a 3-year term.
 - a. No member may serve more than 2 consecutive terms.

- b. However, after rotating off the committee for at least one year, an individual may be re-elected or appointed for additional terms.
2. An individual joining the committee with a term of less than 3 years may seek re-election to two full terms.
3. Terms begin on July 1 and end on June 30.
4. Mid-term vacancies will be appointed by the Dean, with recommendations from CASI. Appointees shall serve out the remaining term of the vacancy.

D. Election Processes

1. The process of selection shall foster representation of all academic staff within Extension. Elected seats shall be apportioned among Extension Institutes and Operations.
2. **Timing.** Elections shall be held annually in the spring for the open seats.
3. **Candidate Selection.** 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 spring and run for approximately three weeks.
4. **Elections.** Balloting will be done in a confidential manner. Any current Extension academic staff members may vote for the open seat candidates. Write-in candidates will be included on the ballots. Elections will remain open for a period of no more than two weeks.

E. Chairs and Secretary

1. Per UW-Madison Academic Staff policy UW-730, the Dean or Dean's designee (the Academic Staff Chair) shall chair the Committee.
2. ***An Academic Staff Chair*** shall be elected annually from the CASI membership at the first meeting of the term year and submitted to the Dean for approval. The Academic Staff Chair shall convene CASI meetings and prepare meeting agendas. The Academic Staff Chair is also the first point of contact with the Dean's office.
3. ***An Academic Staff Vice-Chair*** shall be elected annually from the CASI membership at the first meeting of the term year and submitted to the Dean for approval. The Academic Staff Vice-Chair fills in for the Academic Staff Chair when needed.
4. **A Secretary** shall be elected annually from the CASI membership at the first meeting of the term year and will be responsible for recording minutes. The Secretary shall serve on the Communications Subcommittee.

III. Procedures

A. Meetings

1. CASI will hold at least six meetings per year. (One to two in-person meetings are recommended.)
 - a. If the committee requires additional meetings, a quorum must be available to attend.
 - b. Meetings must comply with Wisconsin Open Meetings Law and Roberts Rules ([see handbook for guidelines](#)).
2. Workgroup and subcommittee meetings may be held as appropriate by members of the committee to address specific needs. These meetings are not subject to Open Meetings Law.
3. Per UW-730, the Dean or designee shall schedule a meeting of the CASI within a reasonable time if requested to do so by at least one-third of committee members.
4. Travel for in-person meetings will be paid for by the Dean's Office, subject to normal State, UW-Madison, and Extension travel rules.

B. Agendas

1. The preparation of the meeting agenda will be the responsibility of the Academic Staff Chair or the Academic Staff Vice-chair.

2. Members of CASI may submit items for the agenda any time prior to the agenda being posted, following Open Meetings Law.

C. Minutes

1. Minutes will be prepared for each meeting of CASI. Minutes are posted on the [CASI website](#).
2. Minutes are not required for meetings of any sub-committees.

D. Quorum, Voting

1. A quorum is considered to be a 2/3 majority of the voting members (7 of 11).

IV. Subcommittees - Subcommittees are not voting bodies. All subcommittee work will be brought to the full Extension CASI for review and voting, where applicable.

A. Standing subcommittees

1. Elections and Mentoring
2. Communications
3. Awards and Professional Development
4. Policy and Personnel

B. Ad hoc – The CASI will employ subcommittees to address specific issues of interest to the staff of the Division.

C. Committee Membership will be decided at the first meeting of the term year. Each CASI member must serve on at least one committee. Each committee shall have no less than two (2) members. Subcommittees will report to CASI at each meeting.

V. Bylaws Revisions – Any revision or amendment to the bylaws will require a two-thirds majority of the voting members (7 of 11). At a minimum, bylaws will be reviewed every five (5) years.