

**UW SCHOOL OF PHARMACY
ACADEMIC STAFF ISSUES (CASI)**

2009-2010

Beth Rosen (co-chair; Inst/Ad; to 9/2010)
Tom Stringfellow (co-chair; Res; to 9/2010)
Jeremy Altschafel (Inst/Ad; to 9/2011)
Joan Palmer (Inst/Ad; to 9/2010; appointed)
Jeffrey Williams (Res; to 9/2011)
Dale Wilson (Res; to 9/2010; appointed)
Jeanette Roberts, *ex officio*
Rosa Garner, Resource Person

For 2009-2010, the CASI is charged to:

1. Represent SOP academic staff members and make recommendations to the Dean about the development of policies and procedures concerning academic staff, including personnel matters; in the development of opportunities for participation by academic staff members in division/unit and School governance and committee work; in the development of opportunities for recognition of contributions by academic staff members to the mission and strategic priorities of the School; and in the development of mentoring and professional development programs for SOP academic staff.
2. Meet with the Academic and Classified Staff Awards Committee and make recommendations to the Dean about the criteria, process, and timeline for the new awards for academic staff and classified staff, following donor guidelines that will be provided.
3. Meet with the Student/Staff/Faculty Relations Committee and make recommendations to the Dean about climate issues impacting academic staff.
4. In conjunction with the Academic Planning Council and the Dean's Advisory Council, discuss and provide feedback about the developing *Strategic Plan 2010-2015*.
5. Continue the development of the CASI website to enhance communication and to disseminate information important to the academic staff. In particular, create a process for gathering and listing information about academic staff professional development opportunities.
6. Continue the practice of sending a "welcome letter" to all new academic staff members of the School introducing them to CASI and its activities.
7. Maintain a relationship with the University-level Academic Staff Assembly and integrate meaningfully with that group.
8. Construct meeting agendas and maintain detailed minutes of Committee discussions, actions, and recommendations. In addition, provide a short, written report to the Dean by June 30, 2010 summarizing the year's activities of the Committee and how the activities support the mission and strategic priorities of the School. These documents will be posted, as appropriate, on the developing *SOP Committee Activities* webpage to keep the School informed.
9. Bring items and issues forward for faculty discussion/decision making throughout the year, as appropriate. If requested by the Dean, provide a short, verbal report of the past year's Committee activities to the faculty at a Fall 2010 Faculty/Staff meeting.