

CHSS Staff and Administrative Faculty Advisory Council

Charter

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The goals of the CHSS Staff and Administrative Faculty Advisory Council are:

1. Promoting open lines of communication between the college's staff/administrative faculty and the Dean and college's senior staff;
2. Collaborating with the college's senior staff in addressing the concerns of the staff/administrative faculty with appropriate university-level officials, when necessary;
3. Gathering information from the college's staff/administrative faculty through townhalls, annual surveys, and the like;
4. Ensuring that a broad representation of staff across departments/programs/centers/administration as well as types of positions (student-facing, research, administrative roles, etc.) are actively involved in the work of the Council;
5. Collaborating with the University Staff Senate on larger advocacy initiatives.

CHSS Staff and Administrative Faculty Advisory Council Functions and Responsibilities

1. To provide a direct and open line of communication between CHSS staff/administrative faculty and the Dean/college senior staff on issues, challenges, policy changes, and opportunities for collaboration within the college.
2. To promote a healthy, collaborative, and civil work environment.
3. To identify and address common issues directly affecting full-time classified staff, administrative faculty, part-time classified staff, and/or non-student wage employees.
4. To provide a forum for the CHSS staff/administrative faculty to discuss issues, present concerns, and make recommendations to the Dean.

CHSS Staff and Administrative Faculty Advisory Council Members

1. The Council should ensure, as best as possible, that a broad representation of staff/administrative faculty across departments/programs/centers/administration as well as types of positions (student-facing, research, administrative roles, etc.) are elected to the Council.
2. Members on the Council: Six (6) members at-large chosen through a nomination process outlined below in the Elections section. Ideal membership would include representation

from a variety of departments/programs/centers/administration with no more than one member from a given unit.

- A. Full-time and part-time classified staff, wage staff, and administrative/professional faculty are eligible to serve on the Council. Administrative/professional faculty must be in full-time roles in that classification (instructional faculty who also hold administrative/professional faculty appointments are not eligible to serve on this Council).
 - B. At least four (4) members of the Council must be full-time members (classified or administrative faculty) of the CHSS staff.
3. Members will be elected to serve a two (2) year term, with three (3) members rotating off the Council each year. Three (3) members of the initial cohort of elected representatives will be asked to serve a one (1) year term to aid with future rotation of Council membership.
 4. Members will be allowed to serve up to two (2) consecutive terms (for a total of four years). Members who serve two (2) consecutive terms can run for re-election to the Council after taking at least one (1) year off.
 5. Members are expected to attend CHSS Staff and Administrative Faculty Advisory Council meetings when scheduled. Notification of excused absence should be sent to the Chair in advance of the meeting. More than two unexcused absences per year may result in the member being removed from the Council.
 6. Members of the Council are expected to remain in good standing (i.e., no performance related issues in their position or violations of university policies) to be able to continue to serve on the Council. Members who are not in good standing may be removed from the Council on agreement of CHSS Dean, Director of Human Resources, and the Council Chair.
 7. At least one member of the Council must attend the monthly University Staff Senate meetings so that the Council remains informed about current initiatives and concerns at the university more broadly.

Structure of CHSS Staff and Administrative Faculty Advisory Council

1. The Chair of the Council will be elected each year by the current membership of council representatives. Any representative should not serve more than two (2) consecutive terms as Chair (i.e., no more than two years as Chair in a row).
2. The Council, through its own internal nominations and election process will elect a Secretary.
3. The CHSS Director of Human Resources will serve as an ex-officio member.
4. Committees
 - a. The Council may organize ad hoc subcommittees as needed.

- b. The first Council meeting agenda may include a discussion about what subcommittees would be important and timely.

Elections

1. The Council elections will be held annually in the spring semester.
2. The electronic ballot process for the initial cohort of Council members will be coordinated by the CHSS Director of Human Resources. All future election cycles will be managed by the Council Secretary.
3. The call for nominations, including a request for bio or statement of interest for serving on the Council, will be advertised to the college in March each year. The call for nominations will provide a minimum of two weeks for nomination collection. The electronic ballot will be made available and open for voting for a minimum of one week. Certification of the election will be managed by the Council Secretary.
4. Membership on the council will begin at the start of the following academic year and service will continue through the summer.
5. If a member leaves the college or resigns, or is removed from the Council, a special election will be held to fill the vacancy for the remainder of the member's term. The special election will follow the same process outlined in 3. above.
6. All full-time and part-time classified staff, administrative faculty, and non-student wage employees are eligible to nominate, run, and vote in elections. Staff/administrative faculty are eligible to vote in these elections starting on their initial day of hire (there is no requirement that a staff/administrative faculty member be working in a given role for a specific period of time before they are eligible to vote).

Meetings

1. The Council will meet regularly, at least twice per semester, and more frequently if necessary. At the beginning of each academic year, the Chair will be tasked with polling Council member availability to select the meeting dates that work for all members.
2. Meetings can be held virtually, hybrid, or in-person.
3. Meeting Agenda
 - a. The Chair will establish a meeting agenda based on conversations with the Council membership, CHSS staff/administrative faculty at large, as well as consultation with the Dean. The Chair will survey staff at the beginning of the semester for possible agenda items for consideration over the course of the academic year.
 - b. Council members may request items for the agenda, and members will also be invited to introduce topics for discussion at meetings.
4. Meetings with CHSS Faculty Assembly

- a. The Council and CHSS Faculty Assembly Executive Committee may choose to meet together yearly, to discuss collaboration on mutually agreed upon initiatives.

CHSS All-Staff/Administrative Faculty Meetings

1. The Council, in consultation with the Dean and college senior staff, will facilitate and formulate an agenda for two CHSS all-staff meetings each year.
 - a. All full-time and part-time classified staff, administrative faculty, and non-student wage employees are eligible to attend the CHSS all-staff/administrative faculty meetings.
 - b. Typically, CHSS all-staff/administrative faculty meetings will be held once during the fall semester and once during the spring semester.
 - i. The fall CHSS all-staff/administrative faculty meeting will be held to gather feedback from constituents regarding any concerns or issues that could be addressed by the Council during the academic year. The Council Chair may extend an invitation to the Dean or other members of the college's senior staff to attend the fall meeting.
 - ii. The spring CHSS all-staff/administrative faculty meeting will be held to allow the Council an opportunity to showcase their work over the course of the academic year. The Dean of the college will be invited to attend the spring all-staff/administrative faculty meeting to hear the update from the Council as well as provide an opportunity for the Dean to hear directly from the college's staff/administrative faculty.