

Staff Role in Governance

Updated July 2014, February 2017, March 2017

Staff Assembly

Staff Assembly is a body consisting of all University staff. The Staff Assembly is an advisory group that reports to the President and is chaired by a member of the Coordinating Representatives of Staff Assembly (**CRSA**). The President's Cabinet (*ex officio*) and representatives from the Executive Committee of the Faculty Assembly (**ECFA**), the Student Government Association (**SGA**) are nonvoting members. The responsibilities of the Staff Assembly are:

- to hold exclusive authority to elect its representatives to CRSA and other University Committees as deemed appropriate
- to communicate reports and recommendations from various University groups, standing committees, subcommittees, task forces, and ad hoc committees functioning in academic departments and administrative support areas
- to make advisory recommendations based on these reports and recommendations regarding non-routine matters of administrative support policy and programs
- to make available a forum for input and discussion of important issues in administrative support matters and areas of staff concern
- to provide professional development opportunities
- to determine its members' interest in serving as non-*ex officio* members on standing and institutional committees and subcommittees, and make recommendations to the President (efforts should be made to ensure continuity on all committees).

Meetings of the Staff Assembly

The Staff Assembly shall meet every other month as needed throughout the calendar year and shall be chaired by the Chairperson of the Coordinating Representatives of Staff Assembly. Should an additional meeting or meetings be necessary, these can be called by the Chairperson of CRSA in consultation with all CRSA members, or by the President, at a time convenient to assembly members.

The agenda for Staff Assembly meetings will be developed and determined by CRSA with input from members of Staff Assembly and the President.

Items calling for a recommendation or a decision will be determined by consensus, or if consensus is not possible, by a simple majority vote of the members present.

The Standing Committee of Staff Assembly is:

- Coordinating Representatives of Staff Assembly (CRSA)

Employee Handbook

Representatives of Staff Assembly (CRSA)

Charge: The committee has primary responsibility to advocate for University staff, to organize the staff in its governance role, and to provide leadership for all staff members.

Composition: five elected representatives from the Staff Assembly, one of whom will be designated chairperson. Representatives must be full-time University staff members and will serve three-year rotating terms.

Responsibilities of Staff Assembly:

- to solicit input from the University community including Assembly members, the President and committees, and set the agenda for Staff Assembly meetings
- to conduct elections for staff representation on CRSA (all full-time Staff Assembly members are eligible for nomination) and to assign committee roles of Chairperson, Vice Chairperson, Secretary, Member at Large, and Representative to Faculty Assembly among current membership as appropriate
- to conduct elections for staff representation on University committees as deemed appropriate
- to solicit input regarding interest in university-wide committee assignments from members
- to facilitate communication among Staff Assembly members, between Staff Assembly and Faculty Assembly, between committees and with University Administration
- to propose agenda items to the University Forum.

Frequency of meetings: Every other month as needed during the calendar year.