College of Veterinary Medicine Staff Council Charter

The College's Staff Council was established by the dean in 2012 to provide a mechanism for non-academic staff to effectively provide input to the Dean and his designees on matters affecting the college work environment for the staff.

The Staff Council will:

- Facilitate communication between employees and the Dean and facilitate staff participation, by Council or non-Council members, in college standing and ad hoc committees as appropriate
- Provide a forum for staff participation in the college policy-making process as appropriate
- Provide input on matters affecting the college work environment for staff
- Propose strategies or actions to enhance the work environment, build community and recognize the contribution of employees

Please consider joining the Council in the future.

For the purposes of representation on this Staff Council, staff is defined as regular full-time and part-time employees at the College of Veterinary Medicine with non-exempt or exempt status in the non-academic job families listed below.

- Academic Support (ACASUP) Human Resources (HR)
- Administration (ADMIN) Information Technology (IT)
- Alumni Affairs & Development (AAD) Library/Museum (LIBMUS)
- Auxiliary Services (AUXSRV) Service/Facilities (SRVFAC)
- Communications/Marketing (COMMKT) Student Services (STUSRV)
- Finance/Budget/Planning (BDGPLN) Technical (TECH)
- Health (HEALTH) United Auto Workers (UAW)

The Council will consist of ten representatives, with two representatives from these five groups: AHDC; CUHA; Academic Support/Technical; Administration; Others. Groupings are based on staffing data as of November 2011 and consider a combination of job type alignment and numbers of employees represented in each group. For voting purposes staff lists will be pulled from the human resources system as of August 30th (or as close to that date as possible) each year prior to voting. Members of the CVM Staff Council will be elected by the members of each work group and will serve a two-year term with a limit of two consecutive terms.

Membership Terms and Filling Vacancies

Members of the CVM Staff Council will be elected by the members of each group as defined above and will serve a two-year term with a limit of two consecutive terms. Members may re-run after a year has passed. Terms will be staggered such that only half of the member’s terms expire
each year. To achieve staggered terms, for the initial election the representative from each staff
grouping receiving the highest number of votes will serve a three year term and the person with
the next highest number will serve a standard two year term.

If a member leaves the Council before their term expires, the Council may vote to place the next
highest unseated candidate from the previous election as an interim member or leave the position
vacant until the next election, depending on circumstances, such as length of time to the next
election.

Elections will be held during the fall of each year with terms of service being January 1 through
December 31 of the following year. The hare system of voting will be used with members of
each group identified above voting for a slate of candidates with in the groups. Elections will be
managed in the Office of the Dean, specifically by the Assistant Dean for Finance &
Administration or his designee.