

Wichita State University
College of Fine Arts Staff Council Bylaws

Mission Statement:

- Give Staff voice at college level
- Create connections between staff, build community
- Provide recognition and understanding of what staff do for our college
- Provide awards and confirmation of staff excellence

Purpose:

The staff council is an advisory body to the dean and assistant dean on issues affecting staff members in their roles as university employees. The council will:

- Share and discuss concerns with dean or dean's designate;
- Serve as a sounding board for policies and procedures the dean's office is considering for implementation;
- Recognize staff for outstanding contributions to the college;
- Provide professional development opportunities for career growth;
- Host networking events within the college.

Council Participation:

Membership of the CFA Staff Council is comprised of all College personnel in the university support staff and unclassified professional categories, with full or part-time status, who are not in a supervisory position. This includes university support staff of the Dean's Office, Performance Facilities, Advising Center, and the schools.

All CFA eligible staff will receive communication. Participation in the CFA Staff Council is optional, but all are encouraged to engage.

Officer Length of Service:

Terms will run on the fiscal year calendar of July 1-June 30 and will be for one year. Members may serve two consecutive officer terms and then be required to take a year's pause before being eligible for another term. On the spot elections for officer positions can occur if necessary.

Election of Officers:

Elections will be conducted during the spring semester. A process will be used to survey members and collect nominations. The person nominating will not be visible. (ie. this could be completed through Microsoft Teams, Outlook, Qualtrics, etc). The recommended schedule is listed below:

1. April 1: Nominations for Chair and Secretary
2. April 15: Elections for council held
3. April 30: Any run-off elections held

Officer Vacancies:

Short-term vacancies (one semester or less): The remaining officer may appoint a person to fill the absence of the member or contact the second highest vote-getter from the election process for the position and continue from there until the position is filled.

Long-term vacancies (more than one semester): An election by the CFA Staff Council will be held to fill the position until the end of the term.

Council Officer Duties:

The **chair** will conduct all meetings, create the agenda, lead the council in its endeavors, and follow up on group and individual efforts. The Chair will be the face of the Council when presenting ideas/etc. to the dean's office and via outreach to special guests at CFA Staff Council meetings.

The **secretary** will record and distribute Council minutes and assist the chair with other duties as requested to include scheduling meeting locations and calendar invitations.

Council Member Responsibilities: All members of the council are encouraged to:

- Propose new ideas for the benefit of the college;
- Develop and oversee the College of Fine Arts Staff Award;
- Submit agenda items to the chair of the council.

Ad hoc Committees:

The council may use its discretion in appointing ad hoc committees to research ideas or issues as presented in the college.

Meetings:

The staff council will meet, at a minimum, two times a semester during the academic year (at the beginning and end of the Fall and the Spring semesters), or more frequently if necessary. Ad hoc committees will be asked to join the staff council as requested on a short-term basis until the ad hoc committee is no longer active.

If a member is unable to attend meetings, the meeting minutes can be accessed via Microsoft Teams in Team "CFA Staff Council" Files—Agenda and Meetings—Files labeled by date of meeting. Agendas are renamed "Minutes" after the update post current meeting. All minutes will continue to be accessible even after the meeting year, organized in file by year for posterity.

Amendments:

Any additions or changes to these bylaws must be approved by a simple majority of the votes cast on the amendment. Members will be given seven days to vote. Voting will be available via

digital means or in person communication with the Chair and/or Secretary. Any intended voting regarding the addition or changes to bylaws must be announced prior to the meeting.

College of Fine Arts Staff Award:

An annual award has been established to recognize exceptional service by a CFA employee. The award will be available for professional development.

Award Stipulations:

One award will be presented each academic school year to a CFA staff member. The award must be spent during the awarded fiscal year.

The award recipient is encouraged to utilize the award to attend workshops, performances, museums, conferences, classes, etc. that fall under the areas taught within CFA to better understand and engage with the creative fields represented.

Staff are encouraged to research educational as well as networking opportunities in visual art (ADCI), performance art (SPA), music (SOM), and digital art (SODA). Proposals for the use of staff award funding must be presented for approval from the dean's office. Approved proposal funding will be given as a reimbursement to the department or individual. The recipient will work with the department administrative specialist regarding the purchasing and reimbursement process.

Nomination Schedule and Process:

1. First Friday of February, Awards Committee to seek nominations;
2. First Friday of March, Deadline for Awards Committee to receive nominations;
3. First Friday of April, Deadline for Awards Committee to inform Dean of award recommendation.

To collect nominations, a survey will be sent out to CFA students, faculty, adjuncts, and staff. Nominations will be collected, and the CFA Staff Award Committee will re-convene and discuss/decide on the recipient. This meeting will be overseen by the CFA Assistant Dean.

Awards Procedure:

- Awards will be officially announced and presented by the Dean at the fall semester college convocation; one of the members of the committee will announce the award at convocation.
- Media announcements honoring recipients will be made by the CFA staff council Chair via Strategic Communications.
- The recipient will receive a monetary award toward professional development/enrichment activities and a certificate of recognition.

Criteria for Award Nomination:

The following criteria should be considered for award nomination:

- Maintains a high-quality level of service to a CFA department.
- Consistently goes above and beyond their job requirements.
- Takes initiative and shows dedication.
- Exhibits an elevated level of commitment to students, department, and college.
- Creates positive and productive relationships among students and colleagues.
- Must be employed as a CFA staff member for a minimum of one year, at time nominations are sought.
- Recipients of CFA Staff Award are not eligible to receive the award for two years post award year.
- CFA Staff Council Officers are eligible to be nominated for the CFA Staff Council Award.

CFA Staff Award Committee:

A Committee will be chosen at the first meeting of the Fall semester every year. Requirements for being eligible for the committee include:

- Must be employed as a CFA staff member for a minimum of three months at the time of appointment.
- It is preferred that members do not participate in consecutive years. This may be necessary depending on the number of eligible staff in each school.
- The Committee will be comprised of one member from the following: ADCI, SOM, SPA, SODA, and the Dean's Office (Dean's office, Advising, Performance Facilities).
- The previous year's recipient of the CFA staff award will automatically be included in the CFA Staff Award Committee for the next cycle of nominations.
- Members cannot hold a staff supervisory position within CFA.
- Nominated committee members must recuse themselves from voting and the discussion of their own nomination.

Approved

4/5/2023