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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:
x Propose new ideas for the benefit of the college;
x Develop and oversee the College of Fine Arts Staff Award;
x 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until the ad hoc committee is no longer active.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

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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

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Criteria for Award Nomination:
The following criteria should be considered for award nomination: x Maintains a high-quality level of service to a CFA department. x Consistently goes above and beyond their job requirements. x Takes initiative and shows dedication. x Exhibits an elevated level of commitment to students, department, and college. x Creates positive and productive relationships among students and colleagues. x Must be employed as a CFA staff member for a minimum of one year, at time
nominations are sought. x Recipients of CFA Staff Award are not eligible to receive the award for two years post
award year. x 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: x Must be employed as a CFA staff member for a minimum of three months at the time of
appointment. x 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. x 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). x 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. x Members cannot hold a staff supervisory position within CFA. x Nominated committee members must recuse themselves from voting and the
discussion of their own nomination.
Approved
4/5/2023