See change in bold print within paragraph of Governance Structure

CLASSIFIED STAFF ADVISORY COMMITTEE
CURRY SCHOOL OF EDUCATION

08/16/99

GENERAL ROLES, RESPONSIBILITIES AND FUNCTIONS
The purpose of the Curry School of Education's Classified Staff Advisory Committee is to advise the Dean's Office and Administrative Committee and to assist in developing plans or processes which will enhance or address the needs and concerns of a productive and professional work environment and climate for all classified staff members affiliated with the Curry School of Education.

GOVERNANCE STRUCTURE
An election will be held yearly to select members for the Advisory Committee. There should be 5 elected (full-time) members from a list of staff who wish to serve on the committee. A secret ballot will be circulated to elect new members to the Advisory Board. One of the Dean's Office graduate students will tally the ballots. In the case of a tie, a re-vote will be taken. The Advisory Board will choose members to serve in the position of Chair, Treasurer, and Corresponding Secretary.

TASKS, FUNCTIONS AND CONCERNS
To advise Associate Dean of any problems or concerns that the staff may have.

To plan activities that would be of interest to staff on a professional or personal level.

To inform staff members concerning: policies and procedures, development programs, and general UVA practices.

To ensure that all employees are treated fairly and help in keeping up morale.

The Advisory Board will set up a meeting with the Dean if matters cannot be resolved through normal channels.

STAFF-PROFESSIONAL DEVELOPMENT PLAN AND OPTIONS INCLUDING YEAR-LONG OPTIONS AND PARTICULARLY THE SUMMER RETREAT
Development Plan - Plan classes for staff, such as Laser Printer classes or advanced WordPerfect. Also, encourage staff members to join committees at the University and keep the Curry School abreast of happenings around UVA. An example would be Women Faculty and Professional Association.
Retreat - An informational session to advise staff about changes in School policies, plans and direction. It allows time for staff to voice any concerns or issues that need to be addressed. A guest speaker is invited to enhance our growth as professionals or individuals. Department Chairs are encouraged to attend.

CLASSIFIED STAFF FUNDS
Money raised from fund raising efforts will be deposited in the staff account held by the Curry School of Education Foundation. Use of these funds for large purchases must be voted upon by the entire staff.
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GOVERNANCE STRUCTURE
An election will be held yearly to select members for the Advisory Committee. There should be one representative from the Dean's Office, one from Admissions, one from each of the departments, and one from various other entities within the Curry School. A secret ballot will be circulated to elect new members to the Advisory Board. One of the Dean's Office graduate students will tally the ballots. In the case of a tie, a re-vote will be taken. The Advisory Board will choose members to serve in the position of Chair, Treasurer, and Corresponding Secretary.

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