NAU’s Classified Staff Advisory Council (CSAC) was established in November 1991 to advise and make recommendations to university administrators on existing and proposed policies, procedures, and programs which impact or are of interest to NAU classified staff employees.

Per CSAC bylaws the Council is an equitable representation of classified staff throughout the NAU community, as identified in the NAU organizational chart. A maximum of thirty classified staff employees may serve on CSAC (who serve two-year terms).

In order to qualify as a CSAC member, a classified staff employee must have performed at minimum standards or better as an NAU employee for a minimum of one consecutive year.

The time commitment for CSAC members is a minimum of two hours per month unless serving on the Executive Board where the commitment is a minimum of three hours per month. Currently, CSAC council meetings are held on the second Thursday of the month from 1:00 p.m. – 3:00 p.m. on the Flagstaff mountain campus. CSAC monthly meetings are broadcast via Collaborate to allow participation of classified staff throughout the NAU community. In addition to monthly Council meetings, all members are expected to participate in the yearly planning retreat and hosting the annual Employee Appreciation Mixer. CSAC members are also required to sit on at least one university committee to keep the classified staff informed of activities and issues throughout the campus. CSAC members utilize NAU computer equipment in their respective departments to aid in conducting the business of CSAC. View complete CSAC information (including the CSAC mission, goals, Bylaws, committees, and committee descriptions) on the CSAC website at nau.edu/csac.

Classified staff employees may either nominate themselves or they may nominate a classified staff colleague, but the nominee must sign the application form to confirm their agreement. The nominee’s supervisor and department head must sign the form to support the employee’s desire to become active in CSAC, by permitting reasonable release time as noted above. To assure equitable classified staff representation throughout the university community, the completed application form is then submitted to the employee’s respective vice president, associate provost, or provost for signature. The CSAC Executive Board reviews the application and presents their recommendation to the President of the university who determines all CSAC appointees.

If you have any questions or concerns regarding CSAC or the membership application process, contact Dee Dee Theiss, CSAC President, at Deanna.Theiss@nau.edu or 523-5547.
NAU Classified Staff Advisory Council

Membership Application

Date: _________________  Employee ID#: _________________

Name of Applicant/Nominee: _______________________________  Years at NAU: _________________

NAU Department: _______________________________  Job Title: _______________________________

Why will you (or this nominee) make an excellent member of the Classified Staff Advisory Council?
(attach additional sheet if necessary)

Name and Title of Applicant/Nominator: _______________________________

Signature of Applicant/Nominator: _______________________________

Name and Title of Applicant/Nominee’s Supervisor: _______________________________

Signature of Applicant/Nominee’s Supervisor: _______________________________

I am willing to serve on the Classified Staff Advisory Council and I hereby consent to my nomination.

Applicant/Nominee signature  Date

Applicant/Nominee’s Dean, Director, or Department Head signature  Date

Applicant/Nominee’s Vice President, Associate Provost, or Provost signature  Date

E-mail the completed application form to: Deanna.Theiss@nau.edu