

### **Revision to Non-Teaching Academic Staff Review Committee Operating Policies and Procedures**

**Rationale:** Upon review of the Operating Policies and Procedures, the Non-Teaching Academic Staff Review Committee made the changes to their operating policies as shown below in both untracked and tracked versions. The Academic Staff Codification Committee has reviewed the language for clarity of process and language.

*Untracked version*

### **Non-Teaching Academic Staff Review Committee Operating Policies and Procedures**

- I. The Bylaws of the Non-Teaching Academic Staff Review Committee (NTASRC), (hereinafter "Committee") stipulate that the Committee will, at its first meeting of each academic year, set and publish a schedule of meetings for the entire year, and that the Committee will, at its first meeting of each year, review the "Operating Policies and Procedures" for necessary and desirable changes.
- II. The Dean/Division Head will request the Committee's advice on a recommendation for promotion to indefinite appointment by transmitting **one (1) hardcopy and one (1) electronic copy** of the candidate's Review File to the Secretary of the University (SOU).
- III. The Review File will be returned to the Dean/Division Head with an explanatory letter if it does not follow the format prescribed in the "Review of Non-Teaching Academic Staff for Indefinite Appointment" or if it is incomplete.
- IV. The candidate under consideration shall be notified ten (10) working days in advance of the date, time, and location of consideration of her/his case. Unless the candidate requests an open meeting, the Committee will meet in closed session.

An Acknowledgment Form will be provided on which the candidate shall confirm receipt of the notice and also indicate her/his desire to have an open meeting and/or make a personal presentation to the Committee. The Acknowledgment Form must be returned to the SOU no later than five (5) working days prior to the scheduled meeting.

If the acknowledgment is not received within this time limit, the scheduled review by the Committee may be cancelled. In this case, the candidate and the Dean/Division Head will be sent a second ten (10) working days' notice. Failure to respond to the second notice will result in all copies of the Review File being returned to the Dean/Division Head.

- V. Each member of the Committee will receive secure Web access to the complete electronic copy of the Review File. The hard copy of each candidate's table of contents, resume, and correspondence will be retained in the official files of the SOU.
- VI. The Chair may appoint internal subcommittees to assist the Committee in obtaining additional information.
- VII. The quorum of four members is required to conduct official Committee business. Members participating via teleconference will be included as present.
- VIII. All Committee actions on recommendations to indefinite appointment shall require a simple majority vote of those eligible to vote. Any Committee member can choose to recuse him/herself from voting to avoid a conflict of interest; however, a Committee member who participated as a supervisor in the decision to recommend the candidate for Indefinite Status to the Dean/Division Head shall recuse him/herself from voting. Any member who wishes to recuse him/herself from a vote must do so before the vote is taken.
- IX. Written votes will be cast in one of two categories: 1) YES or 2) NO.
  - a. Committee members who do not have sufficient information to make a decision may abstain from voting.
  - b. The minutes will record the number of votes in each category; however, if at least one member of the Committee calls- for an open record of the vote *before the vote is taken*, the minutes will record the vote of each Committee member.
  - c. The written ballots will be preserved in the official files of the SOU. Ballots cast via teleconference will be completed by the Chair after all in-person votes are submitted.
- X. The Chair will forward the Committee's findings and its vote to the candidate's Dean/Division Head.
- XI. Committee members will delete/destroy their copies of Indefinite Review files within one month after the Committee has voted on a file.

Readopted October 1981  
Revised September 1985  
Readopted September 1988  
Editorially Revised September 1989  
Revised June 1994  
Editorially Revised October 1995  
Readopted October 1996  
Readopted October 1998  
Revised April 2001  
Revised December 2008  
Revised July 2009  
Editorially Revised September 2012  
Revised November 2014

## **Non Teaching Academic Staff Review Committee**

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### **Operating Policies and Procedures**

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I. The Bylaws of the Non-Teaching Academic Staff Review Committee (NTASRC), (hereinafter "Committee") stipulate that the Committee will, at its first meeting of each academic year, set and publish a schedule of meetings for the entire year, and that the Committee will, at its first meeting of each year, review the "Operating Policies and Procedures" for necessary and desirable changes.

II. The Dean/Division Head will request the Committee's advice on a recommendation for promotion to indefinite appointment by transmitting **one (1) hardcopy and one (1) electronic copy** of the candidate's Review File to the Secretary of the University (SOU). The candidate can choose to submit the electronic copy on a CD-ROM, USB flashdrive, or by emailing it to Kim Kimpel in the SOU office (kimpel@uwm.edu). If the use of an electronic file storage system such as PantherFile is preferred, the candidate must contact the SOU office (kimpel@uwm.edu) to obtain the appropriate access information.

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III. The Review File will be returned to the Dean/Division Head with an explanatory letter if it does not follow the format prescribed in the "Review of Non-Teaching Academic Staff for Indefinite Appointment" or if it is incomplete.

**Commented [MMS1]:** Cod felt this level of detail was not necessary and it places a burden on NTASRC to keep this information updated. When presenting this to the ASC and to the Senate, Cod recommends explaining that (1) this is a process and should be described outside of the policy; (2) NTASRC provides Electronic Submission Guidelines in our candidate information materials; and (3) it is not the purview of NTASRC to educate candidates about the security of electronic files.

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IV. The candidate under consideration shall be notified ten (10) working days in advance of the date, time, and location of consideration of her/his case. Unless the candidate requests an open meeting, the Committee will meet in closed session.

An Acknowledgment Form will be provided on which the candidate shall confirm receipt of the notice and also indicate her/his desire to have an open meeting and/or make a personal presentation to the Committee. The Acknowledgment Form must be returned to the SOU no later than five (5) working days prior to the scheduled meeting.

If the acknowledgment is not received within this time limit, the scheduled review by the Committee may be cancelled. In this case, the candidate and the Dean/Division Head will be sent a second ten (10) working days notice. Failure to respond to the second notice will result in all copies of the Review File being returned to the Dean/Division Head.

V. Each member of the Committee will receive secure Web access to the complete electronic copy of the Review File. The hard copy of each candidate's table of contents, resume, and correspondence will be retained in the official files of the SOU.

VI. The Chair may appoint internal subcommittees to assist the Committee in obtaining additional information.

VII. The quorum of four members is required to conduct official Committee business. Members participating via teleconference will be included as present.

**Commented [MMS2]:** CodComm deleted this because it negates the previous sentence, and it suggests that Chairs of other committees do not vote on motions before their committee.

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VIII. All Committee actions on recommendations to indefinite appointment shall require a simple majority vote of those eligible to vote. The Chair shall be entitled to vote on motions before the Committee.

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~~XII~~.IX. Any Committee member can choose to recuse him/herself from voting to avoid a conflict of interest; however, a Committee member who participated as a supervisor in the decision to recommend the candidate for Indefinite Status to the Dean/Division Head shall recuse him/herself from voting. Any member who wishes to recuse him/herself from a vote must do so before the vote is taken.

X. Written votes will be cast in one of ~~two~~three categories: 1) "YES," or 2) "NO," or 3) "ABSTAIN."

a. Committee members who do not have sufficient information to make a decision may abstain from voting.

b. The minutes will record the number of votes in each category; however, if at least one member of the Committee calls for an open record of the vote before the vote is taken, the minutes will record the vote of each Committee member.

~~XIII~~.c. The written ballots will be preserved in the official files of the SOU. Ballots cast via teleconference will be completed by the Chair after all in-person votes are submitted.

VIII. Written votes will be cast in one of three categories: 1) "YES," 2) "NO," or 3) "ABSTAIN." The minutes will record the number of votes in each category; however, if at least one member of the Committee calls for an open record of the vote before the vote is taken, the minutes will record the vote of each Committee member. The written ballots will be preserved in the official files of the SOU. Ballots cast via teleconference will be completed by the Chair after all in-person votes are submitted.

IX. Abstention will occur in the following situations: 1) A committee member who participated as a supervisor in the decision to recommend the candidate to the Dean/Division Head, 2) a Committee member chooses to abstain due to conflict of interest, 3) the committee determines a conflict of interest exists with a committee member.

~~XI~~.XI. The Chair will forward the Committee's findings and its vote to the candidate's Dean/Division Head.

~~XI~~.XII. Committee members will delete/destroy their copies of Indefinite Review files within one month after the Committee has voted on a file.

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Revised July 2009  
Editorially Revised September 2012

Editorially Revised September-November 2014

**Commented [MMS3]:** Regarding the situation with the supervisor, CodComm was not comfortable giving committee members the power to make other members recuse from voting; they likened it to potentially "bullying" someone to recuse. The new phrasing requires supervisors to recuse themselves and allows committee members to recuse themselves if they feel they have a conflict of interest.

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**Commented [MMS4]:** CodComm said that the technical definition of "abstain" in this context is to "not vote due to lack of sufficient information." If someone choose not to vote due to a conflict of interest, the appropriate word in this context is "recuse."

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**Commented [MMS5]:** We broke this out to make it easier to read/understand.

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**Commented [MMS6]:** There were significant changes made, not just editorial changes.

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